

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

ADMINISTRATION COMMITTEE

Steve Fewell, Thomas DeWane

Allan Jamir, David Steffen, Richard Schadewald

ADMINISTRATION COMMITTEE

Thursday, May 29, 2014

5:00 p.m.

Room 200, Northern Building

305 E. Walnut Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Election of Chair.
- IV. Election of Vice Chair.
- V. Set date and time for regular meetings.
- VI. Approve/Modify Minutes of April 24, 2014.

Comments from the Public

1. Review Minutes of:
 - a. Housing Authority (March 20, 2014 & April 21, 2014).

Communications (None)

Corporation Counsel

2. Monthly Report for April, 2014.

County Clerk

3. Budget Status Financial Report for March and April, 2014.

Child Support

4. Budget Status Financial Report for April, 2014.
5. Agency Director Summary for May 2014.

Treasurer

6. Budget Status Financial Report for January, February and March 2014.
7. Financial Reports for the Month of January, February and March, 2014.

Human Resources

8. Budget Status Financial Report for March, 2014.
9. Human Resources Activity Report for April, 2014.
10. Director's Report.

Department of Administration

11. Administration Budget Status Financial Report for April, 2014.
12. 2014 Budget Adjustment Log.
13. Pay for Performance. *Held for one month.*
14. Director's Report.

Technology Services – No items.

Other

15. Audit of bills.
16. Adjourn.

Steve Fewell, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY
ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, April 24, 2014 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Supervisor Fewell, Supervisor Schadewald, Supervisor Jamir, Supervisor Steffen
Excused: Supervisor De Wane
Also Present: Supervisor Lund, Chad Weininger, Brent Miller, Kevin Raye, Mary Reinhard, Chuck Mahlik, Maria Lasecki, Kevin Kuehn

I. Call to Order.

The meeting was called to order by Steve Fewell at 5:03 p.m.

II. Approve/Modify Agenda.

The agenda was modified to move Item 12 to follow Comments from the Public.

Motion made by Supervisor Jamir, seconded by Supervisor Steffen to approve as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of March 27, 2014.

Motion made by Supervisor Jamir, seconded by Supervisor Steffen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public. None.

1. **Review Minutes of:**
 - a. **(None).**

Although shown in the proper format here, Item 12 was taken at this time.

Communications

2. **Communication from Supervisor Hoyer re: Explore and report on opportunity for Brown County employees to be offered a "Plus One" insurance option in preparation for 2015 Budget. *Referred from April County Board.***

Human Resources Director Brent Miller stated that he had talked with Supervisor Hoyer on this and it was noted that several options are being looked at and one of them is the Plus One insurance option as stated in the communication.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to take under advisement and have staff look at Plus One when reviewing insurance options for 2015. Vote taken. MOTION CARRIED UNANIMOUSLY

Corporation Counsel

3. **Monthly Report for March, 2014.**

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Child Support**4. Agency Director Summary for April, 2014.**

In addition to the Agency Director Summary contained in the agenda packet, Lasecki reported that the SPSK grant is keeping her department busy and she has been receiving very good feedback. Both the Commissioner and the Secretary are excited about this project and are looking at rolling out the program statewide.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Resources**5. Budget Status Financial Report for December, 2013 (Unaudited).**

Supervisor Schadewald stated that the salaries are different than the budget in the report provided to the Committee. Miller indicated that this was due to several positions that were budgeted for but were vacant for a period of time. Miller stated that he does not see any reason why Human Resources would be over budget at the end of the year. He also noted that the budget report that was included in the budget packet was for the end of 2013.

Motion made by Supervisor Steffen, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

6. Human Resources Activity Report for March, 2014.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

7. Director's Report.

Miller reported that for the first time in 18 months, all positions in Human Resources are filled. They will be bringing on an analyst as well as an employee services manager in the very near future.

With regard to contract negotiations, Miller stated that they have had bargaining sessions with the sanitarians and the CTC registered nurses but as of this time there is no agreement. He also noted that the electrician's union will be meeting soon. All other unions have collective bargaining agreement settlements.

Motion made by Supervisor Jamir, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Technology Services**8. Budget Adjustment Request #14-34: Any increase in expenses with an offsetting increase in revenue.**

This budget adjustment is for the establishment of a cost center, to be called the Brown County Community Area Networks and is to provide connectivity opportunities for local non-profit entities such as school districts, municipalities, etc. and connectivity considerations for local telecom providers. The goals of this unit are to recover project costs and establish cash reserves for expansion, maintenance and replacement costs.

Schadewald indicated he has read this budget adjustment and asked for clarification of the figures on the adjustment. Network Support Manager Kevin Raye indicated that the figures represent the debits and credits for the establishment of the fund. He explained that the County has put \$3.7 million dollars into a fiber network across Brown County over a number of years. It is now the County's intention to let other entities rent loose fibers in this network. In order to finance this, a fund will be created and lease payments for the loose fibers will be put into the fund and then those funds will be used to cover the costs of hooking up to the fibers as well as for long term maintenance costs.

Schadewald asked for further explanation of the intergovernmental charges shown on the adjustment. Raye explained that is for the hookup fee. The cash flow of the different partners which shows where the dollars are coming from is outlined in the Plan that was attached to the agenda packet. Raye indicated that as of this time there is a lease with the Howard Suamico School District but they are also looking at entering into a lease with NWTC and possibly the Green Bay School District and the WI University system. Raye continued that there is a vendor on hand with a five year contract in place. The vendor is a Green Bay firm, MC & E, and they are the engineers of the project as well as the project manager.

Fewell asked if there is a different rate for schools as there is for commercial vendors. Raye indicated that that was the case but noted that Brown County is not out to recruit business but rather, these non-profits are approaching the County and Brown County is charging only what the County's costs are.

Motion made by Supervisor Jamir, seconded by Supervisor Steffen to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

9. **Resolution to Establish the Brown County Community Area Network.**

Motion made by Supervisor Jamir, seconded by Supervisor Steffen to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

Department of Administration

10. **Budget Status Financial Report for February, 2014.**

Motion made by Supervisor Steffen, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

11. **2014 Budget Adjustment Log.**

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

12. **Resolution re: 2013 Budget Overdraft and Shortfall Appropriations.**

Director of Administration Chad Weininger and Neville Public Museum Governing Board Chairman Kevin Kuehn addressed the Committee. Weininger indicated that there are overdrafts and shortfalls in the following areas: Clerk of Courts, Museum, Treasurer and Human Services.

Weininger explained that the Clerk of Courts appropriation is in the amount of \$342,446 and is a result of revenue shortfalls regarding guardian ad litem fees. He explained that this issue has been addressed and noted that the billing process has been modified in that parties will now have only 60 days to bill for guardian ad litem fees and will be limited to collecting only the amount that is actually on deposit.

With regard to the Museum, Weininger explained that the appropriation is \$48,812. Kevin Kuehn thanked the Committee for the opportunity to address them and noted that the Museum revenues of \$77,000 were recognized as admission and photo sales. He also noted that security and exhibit costs were overspent by \$24,000. He noted that the former Museum Director did not budget enough for security during the video arcade exhibit. Kuehn continued that some of these budgeted figures were extremely optimistic and not based on a five year trend but noted that the current Interim Director has done an excellent job in evaluating where the Museum is currently at and Kuehn felt the Museum would be on budget this year. The Packer Hall of Fame exhibit is expected to do very well and Kuehn noted that they are halfway through with categorizing the collection of newspaper photos. They have had discussions with a local vendor on partnering with sales and Kuehn anticipates good revenues from this.

Supervisor Steffen asked if Kuehn felt that the budget process will be more in line with realistic expectations under the Interim Director. Kuehn responded that Interim Director Beth Lemke comes to the Museum with great administrative skills and brings a lot of talent to the table. He felt that Lemke thoroughly understands the budget and also understands what both the Ed and Rec Committee and County Executive expect of her.

Jamir asked about the \$24,000 referenced earlier as being overspent on security and exhibit costs. Kuehn explained that the security was not anticipated for some reason and he explained that the governing committee does not participate in the budget process and therefore was not involved. Kuehn stated that the attendance over the summer months was grossly underestimated and security was inadequate. Security needed to be provided in light of the fact that the video game collection was a private collection. He noted that this exhibit was very popular and was a benefit to the Museum and the community. He felt that the previous administrator did not look at what additional expenses would be incurred with this type of exhibit.

When Jamir asked what changes have been made so that this same issue does not arise with regard to the Packer Hall of Fame exhibit, Kuehn responded that they are appropriately staffed for the exhibit. He also noted that the Hall of Fame exhibit is on the first floor which makes security a little easier. Kuehn also credited Lemke with many creative marketing ideas for the Hall of Fame exhibit and expected to see more gate revenue due to this exhibit, especially since it is interactive in nature.

Fewell noted that additional dollars were allocated to the Museum to allow them to come up with a model to try to shift the Museum to more of a public/private venture. Kuehn acknowledged that \$90,000 was allocated for this and so far \$20,000 has been spent on the study.

The next area for which an appropriation is necessary is the Treasurer and the amount of the appropriation is \$1,709,036. This is a result of a shortfall on interest and penalties on delinquencies as well as an investment shortfall of \$908,000. Weininger noted that of the investment shortfall, \$730,000 was recognized due to market valuation adjustments which would only be realized if the bonds would be sold prior to maturity. The shortfalls were partially offset by savings in expenses of approximately \$55,000. Weininger noted that the 2014 budget has been corrected and the County Board did vote to lower the amount of interest coming in so this year's numbers should look much better.

Schadewald stated that it appeared that all departments provide budget status financial reports to the oversight committees so none of these appropriations should come as a big surprise. Fewell noted that these appropriations used to be done internally and the committees did not have the opportunity to review them. He felt that the way this is handled now is a more honest way and he appreciates this coming before the Committee.

The final department that requires an appropriation is Human Services and the amount of such appropriation is \$1,844,041. It was noted that CTC had a shortfall of over \$2 million dollars in revenue due to both lower counts at the CTC and the Community Treatment Program being handled at the Nicolet Psychiatric Center as well as an unfavorable client payer mix in the nursing home. Additionally, \$679,000 was incurred due to the wage and hour claim. The shortfalls were partially offset by savings of \$730,000 due to vacancies, \$56,000 in intra-county expenses and \$48,000 in temporary replacement help.

Motion made by Supervisor Steffen, seconded by Supervisor Jamir to approve and send to Executive Committee. Vote taken. MOTION CARRIED UNANIMOUSLY

13. Pay for Performance. *Held for one month.*

Fewell stated that this item should remain on the agenda to give Supervisor Schadewald an opportunity to review the information he has just been provided.

Motion made by Supervisor Schadewald, seconded by Supervisor Jamir to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY

14. Director's Report.

Motion made by Supervisor Steffen, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

County Clerk, Treasurer – No agenda items.

Other

15. Audit of bills.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

16. Adjourn.

Motion made by Supervisor Jamir, seconded by Supervisor Schadewald to adjourn at 5:52 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Thursday, March 20, 2014, 12:00 p.m.
Integrated Community Solutions, 2605 S Oneida St, Suite 106
Green Bay, WI 54304

MEMBERS PRESENT: Tom Diedrick–Chair, Corday Goddard

MEMBERS ABSENT: Ann Hartman–Vice Chair

MEMBERS EXCUSED: Sup. Andy Nicholson and Adam DeKeyser

OTHERS PRESENT: Robyn Hallet, Stephanie Schmutzer, Charles Androsky, Nicole Tiedt, Lori DeGrave, Matt Roberts, David Wouters, Kelly Runge, Randy Gast, Lynn Green

T. Diedrick expressed the Brown County Housing Authority's (BCHA) gratitude and enthusiasm for the joint meeting between the BCHA and the Integrated Community Solutions (ICS) Board of Directors and staff. R. Gast, Chair of the ICS Board, expressed similar thanks on the part of ICS and stated his enthusiasm for the joint work that the BCHA and ICS could accomplish together.

APPROVAL OF MINUTES:

1. Approval of the minutes from the February 17, 2014, meeting of the Brown County Housing Authority

Due to a lack of quorum, approval of the minutes from the February 17, 2014 meeting was postponed.

COMMUNICATIONS:

R. Hallet informed the Authority that the vacant Planning and Development Director position had been filled. Kimberly Flom will assume duties in April, and it is the hope that she will be able to attend the April BCHA meeting.

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program:
 - A. Preliminary Applications
N. Tiedt reported that ICS had collected 120 preliminary applications for the month of February 2014.
 - B. Unit Count
It was explained by N. Tiedt that the Unit Count for the month of February 2014 was 2,860.
 - C. Housing Assistance Payments Expenses
N. Tiedt informed that HAP expenses for February 2014 were \$1,131,666.
 - D. Housing Quality Standard Inspection Compliance
M. Roberts reported that there had been 400 HQS inspections during the month of February 2014. Of this total, 240 had passed the first inspection, 74 passed a re-inspection, and 86 failed.

At this point M. Roberts explained that historically the inspection information presented to the BCHA did not include no-shows, however no-shows are important to track because they use just as much resources of staff time, gas to drive to the inspections, letters and postage to

schedule and reschedule them, etc. Historically they have remained at 5%. Going forward, ICS will include no-show information to give a complete picture of the inspection department's efforts.

T. Diedrick explained for the sake of the ICS Board members that ICS had previously charged fees for re-inspections. However, the Department of Housing and Urban Development (HUD) had informed ICS that this was not permitted.

L. Green inquired as to what HUD's reasoning was for not permitting the practice of charging for re-inspections. R. Hallet explained that the regulations stipulate that property owners cannot be charged a fee for re-inspections. M. Roberts expounded on this by stating that locally we interpreted that to mean the first re-inspection and that it was permissible to charge for second or third re-inspections. HUD has since clarified for us that the regulations cover all re-inspection. T. Diedrick stated that this practice had incentivized property owners to better maintain their properties and make necessary repairs without the need for multiple reinspections.

R. Gast expressed that this is an issue worth exploring. It appears to be common sense. This may be an issue to bring to legislators and lawmakers. The combined efforts of the BCHA and ICS Board may be able to influence current regulation.

T. Diedrick stated that this concern had been explained to a representative of Reed Ribble's office. R. Hallet explained that there had been discussion of requesting a waiver from HUD that would allow for the charging of secondary re-inspections. The issue is still being explored.

M. Roberts continued the overview of inspection reports with the March breakdown of fail items. He explained that due to frost-heave, a relatively high incidence of door defects was present on the report. This is to be expected during the winter thaw.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

M. Roberts reported that for the month of February 2014, there were 273 port-outs, with an associated HAP expense of \$220,033. ICS was under-spent by the amount of \$8,462.89 and FSS was underspent by \$881.87. This amount was influenced by February being a short month, thus creating less expense.

F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)

N. Tiedt explained that for the month of February 2014 there were 76 FSS clients. There were 29 escrow accounts opened, and zero graduates. There were two new contracts.

R. Gast expressed that the FSS graduations were a very positive and uplifting event to witness, and encouraged those present to attend them.

N. Tiedt reported that there were 64 Homeownership Clients for the month of February.

G. VASH Reports (active VASH, new VASH)

N. Tiedt explained that there were 20 active VASH clients for the month of February 2014. Of these, two were new.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

N. Tiedt reported that during the same month, there were two new investigations assigned, one previous investigation was closed, and two were still active. There were

101 new applications processed. Of these 97 were approved, 4 were denied. All of these fraud investigations were done within the City of Green Bay. Of the initial applications, 75 were done within the City of Green Bay, eight within Howard, six within De Pere, five within Allouez, three within Ashwaubenon, two within Suamico, one within Denmark, one within Oneida, and one within Seymour.

OLD BUSINESS:

None

NEW BUSINESS:

3. Approval of revisions to Chapter 4 (Applications, Waiting List and Tenant Selection) of Administrative Plan

T. Diedrick suggested that approval of the revisions to Chapter 4 be tabled until a later meeting date when a quorum could be reached.

INFORMATIONAL:

4. Status of Brown County Housing Authority and Integrated Community Solutions 2014 Agreement

M. Roberts presented information on the ICS/BCHA 2014 Agreement in the form of an Expectation Summary. The summary gave an overview of ICS's 2014 plan for improved customer service and increased efficiency. He highlighted a few points in the summary: A customer complaint log is now in use to monitor levels of satisfaction. Because of organizational changes, ICS phone issues have decreased due to decreased activity within the system, so no current action is needed in regards to the phone system. M. Roberts then outlined basic objectives that the BCHA and ICS Board will work toward accomplishing. ICS goals are to improve customer service, increase efficiency, and eliminate incidents of fraud. M. Roberts expressed the hope that this set of goals would provide a framework for future joint actions. He encouraged both bodies to familiarize themselves with the informational packets presented, as they represented the collaborative work of both BCHA and ICS officials.

R. Gast inquired if the BCHA received information on tenant terminations. R. Hallet replied that she receives this information from ICS quarterly; however, it has not been presented at BCHA meetings. Another report she receives quarterly is the breakdown of the status of tenants, indicating the percentage of elderly/disabled, those employed, those with minor children, etc. She inquired if the BCHA Commissioners would like to see these reports. Diedrick replied that could be put on agenda quarterly, as well as to include the year end information from 2013 and the first quarter 2014 information on the April agenda. The information could also help to correct inaccurate public perception about voucher recipients, as data on recipients indicates that approximately half of recipients are elderly or disabled. R. Hallet stated that this percentage usually does not change drastically from quarter to quarter.

T. Diedrick presented several issues of concern to both entities. Items of future consideration and discussion include Housing Choice Voucher funding and other budgetary matters. The Housing Choice Voucher program is dependent on annual Federal funding appropriations, and as such is subject to change with each yearly budget. Mutual consideration should be given to the level of 2015 funding. Additionally, both the BCHA and ICS should consider the level of 2014 reserve funding kept on hand, which could impact budgetary and funding decisions.

S. Schmutzer explained that HUD had already started the process of analyzing PHA's reserve amounts. The data has been collected, and HUD is currently calculating the amount of funds they will recapture from PHAs with a large reserve balance.

R. Gast stated that in large part HUD's practice is counterproductive. Housing entities like the BCHA and ICS are penalized for being efficient and setting aside reserve funds. The current

system incentivizes housing entities to spend money, not use it frugally or save it. T. Diedrick stated that if we were aware of HUD's calculations process, we could gauge the best reserve fund level. R. Gast stated that it sounded like HUD already had collected the data. He encouraged both ICS and BCHA staff to work together collaboratively and dynamically to preserve the funding levels.

S. Schmutzer clarified that early projections indicated that funding levels would decrease about \$400,000. R. Gast outlined ICS's cost-saving initiatives, including furloughs. This allowed for HUD re-allocations to be about 6% over initial projections. S. Schmutzer explained that HUD has begun the practice of holding all reserves, as opposed to dispersing them to PHAs. This has led to minor payables complications within the BCHA.

T. Diedrick stated that this is an issue of importance and should be monitored by both entities. R. Gast said that the funding recapture will be a critical issue. T. Diedrick agreed, and opined that the BCHA is an above-average housing authority because it has worked so hard to monitor the amount it has in reserves and maximizing the amount of funding. R. Gast reiterated the difficulties of monitoring these issues, and stated the potential benefits to be gained.

R. Hallet thanked the ICS staff for working diligently on the issues outlined on the BCHA/ICS 2014 Agreement. R. Gast inquired if there was still the potential for a Request for Proposal (RFP). R. Hallet explained that an RFP was agreed upon when the January 2014, Agreement, which is for two years, was authorized. T. Diedrick stated that there was large potential with the joint cooperation between the two entities, including for an RFP. R. Gast agreed and stated ICS's readiness for an RFP when the process began.

5. Unaudited Financials

S. Schmutzer gave an update on the Unaudited Financials, as compared to when this was presented last month, which was just preliminary. She cautioned that these numbers were still subject to change. A new format is being utilized for ease of use, which breaks the information into sections. Furthermore, as per the ICS/BCHA agreement, she and Yvette, from ICS, are reviewing numbers more frequently, monthly or quarterly, which prevents some of the issues that come up with numbers not matching at the end of the year; they can stay on top of issues and work through them more easily. Gast stated that this process made sense, because it would allow for correction of error on a more timely basis.

BILLS:

T. Diedrick stated the difficulty of approving the meeting's bills due to a lack of quorum.

S. Schmutzer explained that one bill in particular was in need of attention. A former BCHA client had left the program with unpaid debt. Per the usual process in this situation, the BCHA had used the Tax Return Intercept Program (TRIP) to collect the funds owed, a sum of \$809.00. However, due to a bankruptcy declaration, the sum had been discharged so the amount intercepted is now due back to the former participant. HUD regulation stipulates that those who declare bankruptcy are able to recapture funds obtained by housing authorities. As such, the BCHA now owed the sum of \$809.00 to the former participant.

R. Gast stated that this regulation may be another issue for legislators. Typically taxes and government assessments are non-dischargeable. Why are funds which are rightfully owed to housing authorities dischargeable by bankruptcy declarations? Perhaps they should be exempt from bankruptcy protection. It might be beneficial to attempt to influence legislation in this area.

S. Schmutzer explained the recipient has been entered into HUD's national database, and is unlikely to receive housing assistance in the future.

T. Diedrick stated that this month's bills appeared to be standard, and that he would not have a problem signing them. Formal approval could wait until a quorum could be reached.

FINANCIAL REPORT:

S. Schmutzer reported that HUD appropriations for BCHA programs had been higher than expected. Other than that, the previous month's financial report was not unusual.

STAFF REPORT:

T. Diedrick thanked the ICS Board and staff for their joint participation. Things are going very well between their respective staff and the two organizations have a strong relationship.

R. Gast thanked the BCHA and stated ICS's enthusiasm for mutual cooperation and coming up with creative solutions toward accomplishing mutual goals.

C. Androsky explained that BCHA and ICS staff would be receiving 2014 Conflict of Interest Waiver forms. Those who have direct or indirect interest in rental property within Brown County while serving in BCHA or ICS capacity may constitute as having a conflict of interest. The Waiver forms would be signed and collected.

T. Diedrick thanked the participants and adjourned the meeting.

Meeting adjourned at 12:53pm

ca:rah:jd

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, April 21, 2014, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS PRESENT: Tom Diedrick—Chair (by teleconference), Ann Hartman—Vice Chair, Sup. Andy Nicholson, Corday Goddard, and Adam DeKeyser

OTHERS PRESENT: Robyn Hallet, Kim Flom, Stephanie Schmutzer, Charles Androsky, Patrick Leifker, Nicole Tiedt, Yvette Tice, Kylie Reynebeau, and Julie Melnarik

APPROVAL OF MINUTES:

1. Approval of the minutes from the February 17, 2014, meeting of the Brown County Housing Authority.

A. Nicholson made a motion to approve the minutes of the February 17, 2014, meeting of the Brown County Housing Authority. C. Goddard seconded. Motion carried.

2. Approval of the minutes from the March 20, 2014 meeting of the Brown County Housing Authority.

A. Nicholson made a motion to approve the minutes of the March 20, 2014, meeting of the Brown County Housing Authority. A. DeKeyser seconded. Motion carried.

COMMUNICATIONS:

R. Hallet formally introduced Kim Flom as the Community Development and Planning Director for the City of Green Bay. K. Flom made introductions and gave a brief background.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program:

- A. Preliminary Applications

P. Leifker reported that there were a total of 125 Preliminary Applications collected during the month of March.

- B. Unit Count

It was reported by P. Leifker that the Unit Count for the month of March 2014 was 2,915.

- C. Housing Assistance Payments Expenses

As reported by P. Leifker, Housing Assistance Payments Expenses for the month of March 2014 were \$1,144,124.

- D. Housing Quality Standard Inspection Compliance

P. Leifker reported on the Housing Quality Standard Inspection Compliance report. In the month of March 2014, there were 397 inspections conducted, 208 of which passed on first inspection. Upon re-evaluation, 72 passed inspection and 91 failed. There were 26 no-shows during this time.

A. Hartman inquired as to the definition of a “no-show.” P. Leifker explained that in these instances, despite attempts to call the client or landlord while onsite for the inspection, no one is available to permit them entrance. On these occasions the inspector leaves a note and it is the client's responsibility to contact ICS to reschedule.

- E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
Y. Tice reported that there were 278 port-out vouchers in the month of March 2014, with an associated HAP expense of \$217,806. ICS was under-budget by \$5,747. The Family Self-Sufficiency Program (FSS) was under-budget by \$948.
- F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)
N. Tiedt reported that in the month of March 2014, there were 68 Family Self Sufficiency clients, 28 clients with escrow accounts, zero graduates, and two new contracts. There were 63 homeowners participating in the program.
- G. VASH Reports (active VASH, new VASH)
N. Tiedt explained that there were 20 VASH participants in the month of March 2014. During this time there were zero new contracts.
- H. Langan Investigations Criminal Background Screening and Fraud Investigations
P. Leifker reported that there were five new Langan Investigations assigned for the month of March 2014. Six previous investigations were closed and two were still active. There were 187 new applications sent for background checks, of which 186 were approved.
- A. Nicholson inquired if there were any new investigations declined, or if the five sent over represented the total amount of new investigations.
- P. Leifker clarified that the total number of investigations had been sent over to Langan.
- I. Background screening denial reports
P. Leifker reported on the reasons for denial of new applications. There was a variance in the reasons as given by Langan and ICS. The reason being Langan has access to broader investigatory resources. There were a total of six denials in the fourth quarter of 2013, and five denials in the first quarter of 2014.
- J. End of Participation reports
P. Leifker explained that this report had been requested at the previous meeting. A breakdown on the reasons for end of participation was presented. The two most frequent reasons include voluntary termination (42 percent for the first quarter of 2014) and violation of family obligations (32 percent for the first quarter of 2014). For the fourth quarter of 2013, these numbers were 35 percent and 33 percent, respectively. Other reasons include late annuals, failed HQS inspections, expired vouchers, increases in income, deceased, unreported household members, criminal activity and port outs absorbed.
- A. Hartman inquired if tenants were given ample warning before termination due to a late annual. P. Leifker explained that this was correct; the annual review process starts three to four months in advance, so there is ample warning.
- T. Diedrick inquired if there was information on participants in the program who were cut off due to unpaid utilities. P. Leifker explained that instance would be represented as a family obligations violation.
- K. Family breakdown reports
P. Leifker reported on the breakdown of active households on the program. The family breakdown reports indicated that most participants' head of household is elderly or disabled, at 52 percent for the fourth quarter of 2013, and 53 percent for the first quarter of 2014; and

households in which the heads are not elderly or disabled but does have earned income, which is at 40 percent for both quarters.

OLD BUSINESS:

4. Approval of revisions to Chapter 4 (Applications, Waiting List and Tenant Selection) of Administrative Plan

P. Leifker explained that several changes had been made to Chapter 4 of the Administrative Plan. The changes had been made in an effort to streamline and simplify the process. The current plan states that mail will be forwarded to the new address of applicants who have moved while on the waiting list. ICS is now seeking approval for this wording to be removed from the plan.

C. Goddard inquired if applicants are notified of the need to report changes of address. P. Leifker stated that on every letter the applicants receive there is notification that they must notify ICS of any changes to their living situation i.e. household composition, disability status, etc. Forms are available in the ICS lobby and website.

C. Goddard made a motion to approve the revisions to Chapter 4 of the Administrative Plan. A. Nicholson seconded. Motioned carried.

NEW BUSINESS:

5. Approval of Chapter 8 (Housing Quality Standards) of Administrative Plan.

P. Leifker reported that this was another proposal to a change to the current Administrative Plan. The proposal is to require carbon monoxide detectors in all units, which would ensure compliance with Wisconsin state law. ICS had HUD and received pre-approval for this change.

A. DeKeyser made a motion to approve the changes to the Chapter 8 Administrative Plan. C. Goddard seconded. Motion carried.

6. Review and approval of proposed Utility Allowances for Housing Choice Voucher Program, effective July 2014

It was explained by P. Leifker that the Utility Allowances were an annual calculation that are computed and made effective every July. ICS verifies the sources of utilities to analyze the average utility usage. Changes are proposed based on this data. He explained the changes this year are minimal.

A. Hartman inquired if the unusually harsh winter had affected the previous year's utility costs. P. Leifker responded that this was correct. The data indicated that oil costs had gone up considerably over the last year. Over the same period, electrical costs were down across the board.

A. Nicholson made a motion to approve the proposed Utility Allowance for the Housing Choice Voucher Program. C. Goddard seconded. Motion carried.

7. Discussion and possible approval to develop and release a Request for Proposals to Project Base Vouchers for rural housing and/or supportive housing opportunities

R. Hallet explained that this item had been placed on the agenda primarily because of two separate opportunities which made Project Based Vouchers desirable to different entities. The first was in regard to an owner of an apartment complex known as Senior Home in Pulaski, WI, who had previously had Project Based Vouchers with the Authority. According to the best information available, these units were originally Project Based in the year 2000. Due to incomplete information in the file, the exact term of the contract is unknown, but best available data indicates the Contract for this property has expired. According to HUD, the owner must therefore reapply if they would like to continue to project base the units. This necessitates another Request for Proposals.

R. Hallet the explained the details of the second opportunity: She had been contacted by a developer who wished to create permanent supportive housing in the City of Green Bay, specifically directed toward the homeless and those at risk for homelessness. The housing would include on-

site services, primarily for mental-health care. The developer expects between 24 and 40 units, which would help the community alleviate the problem of homelessness. The developer is seeking Wisconsin Housing and Economic Development Authority (WHEDA) tax credits. Having a commitment for Project Based Vouchers would increase the likelihood of being awarded the tax credits. Taken together, these two issues provide a good cause to put out a Request for Proposals.

A. Hartman inquired how many vouchers would be used at the Senior Home in Pulaski. R. Hallet replied that they previously had 14, although they may now be interested downsizing to 8 or 10.

C. Goddard asked if Project Based Vouchers meant that tenants would be able to afford rent based on a particular site. R. Hallet clarified that the difference between a PBV and a Tenant Based Voucher. The Tenant Based Voucher stays with the tenant as they move from one place to another and a Project Based Vouchers typically stay with the project. R. Hallet suggested that in the Request for Proposal, there could be indications specifically for rural housing and/or supportive housing opportunities.

A. Nicholson inquired about the definitions of the words "and/or supportive."

R. Hallet clarified that supportive housing would have supportive services integrated into the programming directly on site, specifically mental health. Her suggestion to make the RFP available for either or both rural housing and supportive housing was to streamline two potential RFPs into one.

A. Nicholson asked if the developer strictly wanted to place the project within the City of Green Bay.

R. Hallet responded that the developer believes that this type of project would best serve clients by being constructed in Green Bay where additional services are readily available.

A. Nicholson inquired as to the identity of the developer.

R. Hallet stated that the developer is Ted Matkom from Gorman and Company.

A. Nicholson asked if a site had been chosen for the project.

R. Hallet stated that a site had not yet been chosen.

C. Goddard inquired if the Authority would have some type of role in the project's programming besides supporting outreach.

R. Hallet indicated that the Authority would not be involved in the day-to-day management or provision of supportive services.

A. Nicholson inquired if the Authority had a choice between the two opportunities, or if they were a bundled package.

R. Hallet stated that the Authority could set it up any way desired. Both of the entities are serving different parts of the population; one is serving a rural area and one is serving people who need supportive housing. Her suggestion was to allow applicants to put in a bid based on preference between the two.

A. DeKeyser asked about the number of units in the supportive housing project.

R. Hallet reported that the developer had indicated between 24 and 40 units.

C. Goddard inquired if that number was also the number of Project Based Vouchers he would need.

R. Hallet replied that this was correct, it was her belief that he would want that many. There is a regulation that caps Project Based Units in a building at 25 percent, but there are exceptions when onsite supportive services are provided. The exact number of Project Based Vouchers the developer would request is not yet known.

C. Goddard asked how the agreement would be enforced once the developer is awarded the desired tax credits.

R. Hallet clarified that at the time of his application to WHEDA, the developer would only need confirmation from the Authority that it is willing to do the Project Based Vouchers and if the tax credits are awarded and the project progresses, a written agreement would be signed. This would take place before construction of the building.

C. Goddard inquired if the written agreement would coincide with how long the tax credits remained in place.

R. Hallet stated that there would be a time limit, but she was not familiar with how the timing coincided with the tax credit.

T. Diedrick stated that the idea of rural housing is attractive because the deconcentration has been a longstanding goal of the Authority.

R. Hallet expressed agreement and pointed out that Gorman and Company had not yet presented a building site for the project, but has indicated that the project would not be desirable outside of Green Bay.

A. Nicholson inquired if the developer was from the area.

R. Hallet replied that she knew he is Wisconsin-based, but he is not currently based in Green Bay.

A. Nicholson asked what would happen in a scenario where the developer received 40 units and only had enough Project Based Vouchers for 24. How would the remaining 16 be handled?

R. Hallet clarified that the remaining 16 units would be at market rate.

A. Nicholson asked how the voucher system worked with market rate units and if there were there any examples in the city that this arrangement could be compared to?

A. DeKeyser stated that the Flats on the Fox, an apartment complex by the corner of Main and Washington, have a similar arrangement. R. Hallet confirmed.

A. Nicholson inquired if the Flats had mental services on-site.

A. DeKeyser clarified that no, it does not.

A. Nicholson asked if there were any buildings that were directly comparable to the proposed project.

R. Hallet stated that the properties from which the tenants of the Port Plaza Towers had been relocated to are comparable; but, they are all project-based and none are at market rate.

A. Nicholson inquired where the developer was basing his information from.

R. Hallet stated that she was unaware of any particular data that he was basing the proposed project on, or if he was just aware of the discussions in the community about homelessness.

A. Nicholson stated that he would like to know if there was any data that the proposed project was based on and inquired if the developer was aware of what HOPE was attempting to do.

R. Hallet stated that she had not discussed HOPE with him.

T. Diedrick inquired as to the nature of the supportive services offered at the proposed project.

R. Hallet stated that the developer had indicated that the supportive services would be of the nature of mental health counseling, alcohol and other drug abuse counseling, job readiness and other similar services.

C. Goddard stated that the Authority could craft the RFP based on its preferences, and the developer could choose to submit a proposal or not.

R. Hallet inquired if the Authority would like her to move forward with publishing an RFP.

A. Hartman asked if given a situation in which some units are project based and some were at market rate, would all tenants have access to the support services?

R. Hallet stated that she would think so.

A. Nicholson and A. Hartman both expressed concerns that perhaps all tenants would not have access to the support services.

K. Flom inquired if the Authority wanted more information on the proposed project.

A. Nicholson stated that he agreed with the rural area project, but there was currently not enough information on the supportive housing project. Combining the project based units and fair market units are an item of concern, because there are no examples to look at. He expressed doubt that the City of Green Bay is in need of a project of this nature.

T. Diedrick agreed that more information was needed before the Authority could make a decision.

R. Hallet inquired if she should ask the developer to attend the next meeting. She could create an RFP for the rural housing project and hold off on the supportive housing project, depending on the Authority's decision.

A. DeKeyser inquired if there was a deadline on the RFP for the rural housing project.

R. Hallet stated that the project was not time-sensitive.

A Hartman asked how long a Project Based Voucher contract typically lasts.

R. Hallet stated that it could be created or up to 15 years.

A. Hartman stated her agreement with the rural senior housing, but she would like more information on the second project.

A. Nicholson made a motion to create an RFP for the rural housing opportunity. C. Goddard seconded. Motion carried.

R. Hallet inquired if she should ask Mr. Matkom to come back to a future meeting.

C. Goddard stated that the main question was if there was really a need for supportive housing in the community and they need to understand this first.

A. Hartman agreed, inquiring why he thinks we need this.

T. Diedrick stated that he would like to see some market research that indicates it is necessary.

R. Hallet stated that the Authority's questions would be best served by having the developer answer them directly.

T. Diedrick stated his agreement that asking the developer questions about the proposed project would be informative.

R. Hallet stated that she assumed the developer is aware of the homelessness issue that Green Bay is dealing with and that he is proposing a project with a high point-value with the tax credit system, which supportive housing would earn high points. She was not aware why the developer had chosen Green Bay over other cities. One explanation could be the upheaval of homelessness that the City had been dealing with.

A. Hartman clarified that the RFP for rural housing passed, and the project based supportive housing was still awaiting a decision.

A. Nicholson asked if the developer of the project based supportive housing could submit more information on the proposed project.

A. Nicholson made a motion to send the project based supportive housing project back to staff until further information is gathered. A. DeKeyser seconded. Motion carried.

8. Discussion and possible action regarding VASH Project Based Voucher opportunity

R. Hallet explained the VASH (Veterans Affairs Supportive Housing) opportunity. In February HUD released an opportunity for housing authorities to apply for VASH project based vouchers. The VASH vouchers used in Brown County to this point had not been project based; the tenants could use them anywhere. The BCHA now could use this opportunity with Cardinal Capital's upcoming Veterans Manor Green Bay. It was her judgment that the Veterans Manor Green Bay was a good fit for the VASH project based voucher opportunity. As with all VASH vouchers, it required that the veterans serviced are not subject to a background screening. Accepting VASH vouchers meant that veterans with any drug or violent crime activity must be allowed onto the program. This may be an issue for Cardinal Capital. Before addressing this opportunity with Cardinal Capital, R. Hallet was seeking the Authority's approval to apply for the VASH vouchers. The VASH voucher system is specifically designed for chronically homeless veterans. Statistical data indicated that there were 18 chronic homeless veterans identified in Brown County in 2013. This is an indication of a need for VASH vouchers. R. Hallet's initial recommendation was to apply for 10-15 VASH vouchers, as this would serve the majority of the 18 chronically homeless veterans.

A. Nicholson inquired if the VASH vouchers strictly served veterans and where the veterans would be staying.

R. Hallet replied that this was correct and that she intended to apply for these vouchers specifically for us at Cardinal Capital's Veterans Manor facility.

A. Hartman inquired when construction on the facility would be completed.

R. Hallet stated that Cardinal Capital planned on closing on the property in July and starting construction immediately thereafter. They anticipate completion in summer 2015.

A. Nicholson asked where the location of the facility will be.

R. Hallet stated that it will be near where the old mental health facility on St. Anthony Drive.

A. Hartman inquired if it would be located near the new VA clinic. R. Hallet replied that this was correct.

C. Goddard stated that acceptance of VASH funding disallowed background checks. However, if tenants behave poorly, can they be removed from the program?

R. Hallet replied that this was correct.

N. Tiedt also explained that tenants who violate rules can be terminated from the program.

R. Hallet stated that with the VASH vouchers, veterans work closely with a VA a case manager.

A. Hartman asked if the Authority moved to apply for VASH vouchers, would the vouchers wait to go into effect until the building is constructed.

R. Hallet replied that this was correct. That support was needed from the Veterans Administration, for which she was awaiting response.

A. Nicholson made a motion to approve the action regarding VASH Project Based Voucher opportunity. C. Goddard seconded. Motion carried.

INFORMATIONAL:

9. Update on Fraud recovery efforts

R. Hallet reported on the funds recovered from the Tax Refund Interception Program (TRIP). She stated that the Authority had recovered a total of \$38,000 so far for the year 2014. A number of delinquent accounts had been paid off completely.

T. Diedrick voiced his approval of this process as a fraud-recovery tool.

BILLS:

S. Schmutzer reported on bills for the month of March, 2014.

R. Hallet inquired about a payment of \$809. S. Schmutzer clarified that that particular payment was due to a tax interception that had to be returned to the former client because her debt to the BCHA had previously been discharged through bankruptcy. Per HUD regulation, housing authorities cannot collect on fraud payments if they were discharged in bankruptcy.

A. DeKeyser made a motion to accept and place on file. C. Goddard seconded. Motion carried.

FINANCIAL REPORT:

S. Schmutzer reported on the financials for the month of March, 2014. She explained that HUD will soon start taking back PHA-held reserves. They are also saying that checks will have to be cut for these amounts, so the Authority may see a check for this in the near future, but the amount is yet unknown. On a positive note, the BCHA had received a proration covering 99.7 percent of HAP expenses.

A. Hartman inquired if S. Schmutzer could estimate how much funding HUD would take back.

S. Schmutzer replied that it could be between \$750,000 and \$1,000,000, but she explained HUD has been over and under paying us in varying amounts lately, so at this point, she doesn't know what HUD is going to do.

Y. Tice clarified that HUD runs a quarter behind and we may have requested money from our HUD-held reserves, but they don't take that into consideration when they do the calculations for the next quarter.

A. Nicholson made a motion to accept the March 2014 financials. C. Goddard seconded. Motion carried.

STAFF REPORT:

R. Hallet reported that C. Androsky would be pursuing other opportunities and would be exiting his role as Housing Intern. R. Hallet thanked him for his contributions to the BCHA.

A. Nicholson made a motion to adjourn. C. Goddard seconded. Motion carried.

Meeting adjourned at 4:02.

ca:rah;jd

CORPORATION COUNSEL OFFICE
MONTHLY REPORT APRIL 2014

ADMINISTRATION: Discussion with Director of Administration regarding the fiber optic resolution and contracts for the Brown County Community Area Network. Redraft entire resolution for the Brown County Community Area Network given the information I received from Administration.

AIRPORT: Review and discussion with Airport Director as to procedure under the County policies with the handling of lease agreements and arrangement of payment schedules within said agreement. Create an ordinance for airport's fuel flowage fee. Draft resolution to set the fuel flowage fee amount for the Airport.

BUDGET: Review Budget work plan and look at costs and expenses for next year.

CIRCUIT COURT: Discussion with the Circuit Court, Judge Walsh as to Guardian Ad Litem fees and collection thereof. Research the collection of Guardian Ad Litem fees and Affidavits of Indigency for the Court and draft a letter to the Court, Judge Walsh, as to my findings on the issues.

CLAIMS: Review and execute Satisfaction of Judgment on Robert Welsing claim. Review claim of David Abel for vehicle damage due to pot holes on Highway 41. Draft disallowance of claim for the David Abel claim. Review additional information sent on the David Abel claim.

CONTRACTS: Re-draft the Memorandum of Understanding for Port & Resource Recovery regarding the recycling compactor. Review the contract for the arbitrage rebate work for the County Bonds to perform arbitrage rebate calculations, which calculations are mandated for tax exempted bonds by the IRS guidelines. Review and Edit the Arise contract with Human Services for Providers and Health Care. Draft a Memorandum of Understanding for the Park's Department with Village of Howard to allow paving of Cove Street by the Village on County property. Further edits to the Community Garden's Agreement for UW-Extension office. Review and edit Memorandum of Understanding between Brown, Calumet, Manitowoc, Outagamie and Winnebago Counties forming a Consortium for regional comprehensive Community Services. Review changes made to the Wells Fargo Agreement by Wells Fargo regarding the leasing of Golf cart equipment for the Golf Course.

CORPORATION COUNSEL: Attend the weekly management meeting. Do payroll and approve the P-card purchases. Attend the Executive Committee Meeting regarding the amended grievance ordinance for County Board and the labor negotiations. Attend court for Guardianships, Protective Placements and Commitment hearings. Preparation for the Annual Organizational County Board Meeting. Attend the County Liability Seminar put on by Wisconsin Counties Association. Attend County Board Organizational meeting. Review and edit resolution for overages and shortfalls for the department budgets. Attend Monday Morning meeting with County Executive regarding employment/labor issues.

COUNTY BOARD: Research and discussion with County Board Chair as to committee appointments as it relates to memberships and quorums.

COUNTY CLERK: Draft a synopsis for County Clerk for publication on Grievance Ordinance adopted by County Board.

COUNTY EXECUTIVE: Research of the availability of the bonus/merit pay for the elected officials e.g. County Clerk, Treasurer, Sheriff, Register of Deeds, etc. finding State Statutes do not allow such compensation.

DISTRICT ATTORNEY'S OFFICE: Meeting with ADA Tom Coaty regarding the demolition of a building deemed uninhabitable by Fire Chief. Follow up communication and forwarding of information to ADA Coaty regarding the same.

EDUCATION AND RECREATION: Discussion with Matt Kriese of Parks Department regarding the drafting of resolutions and format. Review and edit the Suamico River Dredging Resolution. Review the Brown County Consent to Easement for Valley Brooke.

EMPLOYMENT: Discussion and review of documents from Human Resources as to their release under an open records request as to what may be released and the procedure that needs to be followed. Discussion with Human Resources on various employment law issues. Review of Ms. Drake's Grievance and File in anticipation of Prehearing conference with Impartial Hearing Officer ("IHO"). Communications to and from IHO for purposes of the same on the Drake Grievance. Follow up conversation with Ms. Drake regarding the same. Communications to Jeremy Kral, Tom Smith and Brent Miller regarding the preparation of witnesses and evidentiary burdens for the grievance hearing on Ms. Drake.

FINANCE: Discussion with County Auditor regarding specifications for bids and criteria necessary. Discussion with finance regarding the bridge fund for the County and other municipalities.

HEALTH DEPARTMENT: Discussion with Dale Schmit, Health Department regarding tattoo establishments and Inspection warrants. Review police report and statements of complainant and witnesses to a possible violation of tattoo establishment licensing. Research law on tattoo establishments and authority of Health Department. Draft Special Inspection Warrant and Affidavit for Health Department for case involving violation of tattoo establishment licensing. Discussion with Attorney Greg Conway regarding Sanimax citations set time for meeting with Sanimax's legal counsel.

HIGHWAY: Discussion with Paul Van Noie as to highway projects and issues surrounding the CTH GV-10. Review documents sent regarding CTH GV-10.

HUMAN RESOURCES: Discussion with Human Resources on the law regarding disability and accommodations. Discussion with Human Resources and staff member on the facts surrounding an employee with limited ability to handle the job hired for by the County. Discussion with Lori Blaylock regarding the Corporation Counsel office structure. Discussion with Human Resource Director on employee unable to perform job duties. Discussion with Human Resources on grievance timelines and the requirements being met. Discussion with Human Resources on the law involving alcohol and employees in the workplace. Research on alcohol in the workplace as a disability. Review policies and code on alcohol in the workplace. Review and edit resolutions drafted for the Chief Deputy wages and retirement contribution. Review the resolution for the Senior Civil Engineer position. Discussion with Human Resource regarding open records requests and language needed for letters to record subjects. Research on Family Medical Leave Act and reasonable accommodations for employees, and discussion with Human Resources on the same.

HUMAN SERVICES: Discussion with Human Services Director, Jeremy Kral, regarding information and data released to United Way through an agreement. Review Wisconsin Statutes 19.59 and discuss with director of Human Services the meaning of said statute. Meeting with Jeremy Kral and Jenny Hoffman regarding a client and claims of possible litigation. Review and analysis of Legislature's revision of several of the Public Assistance Statutes pertaining to Welfare Fraud in anticipation of addressing them in regarding investigations, jurisdiction and precedent. Review of draft Memorandum of Understanding between Sheriff's Department and Economic Support regarding the State's Fraud Prevention and Investigation Program, and follow up communication with Jenny Hoffman regarding the same. Follow up conversation with Molly Hillman on previous contract issue regarding which county's template prevails.

INFORMATION SERVICES DEPARTMENT: Discussion with the department on files which have disappeared from the system and the recovery of said file folders. Research fiber optics infrastructures and needs for contracting with entities. Draft a contract for fiber optic strands with NWTC. Draft a contract for fiber optic strands for Nsight. Send questions to Kevin Raye regarding the lease agreements for fiber optic strand and conduit. Discussion with Chad Weininger, Director of Administration regarding adequate assurances necessary under the agreement and lease payment structure. Edit Lease Agreements with NWTC and Nsight after discussion with Kevin Raye for the leasing of fiber optics.

LAND AND WATER CONSERVATION: Review of and revision to Demonstration Farm Contract, a subcontract under the Great Lakes Commission – Watershed Project. Communications to and from Jim Jolly regarding the same.

LIBRARY: Review and advice to library director on documents received from the District Attorney regarding property damage of an outside sign at the library.

OPEN RECORDS: Discussion with County Executive regarding the open records request on the Asphalt plants and the completion of said request. Draft two letters in response to open records request from Sheriff Department by Recka Law Firm. Complete open records request on Asphalt Plants after receiving payment for the 998 copies and 2 CDs. Review and respond to the open records request for motor vehicle records from the law firm of Gendlin, Liverman & Rymer out of Milwaukee.

PALS: Teleconference with Matt Heyworth regarding a photo release received and whether he should execute it. Review of the materials in anticipation of future meeting regarding the same. Review new settlement proposal from Atty. McKinnon in the Raven Manufacturing collection matter.

PARKS: Discussion with Park's Assistant Manager on the Memorandum of Understanding for the Cove Street paving into Barkhausen Park area. Discussion with Park's Assistant Manager on the easement with the WDNR and Village of Howard on the Mountain Bay State Trail. Draft Resolution for the Suamico River Dredging project. Review and edit resolution for the Mountain Bay State Trail and Valley Brooke Height Resolution. Revise the easement form for the Golf Course sent from the Oneida Tribe. Review the Press Release regarding Hobart and the abandonment of the railroad as it relates to the Rails to Trails program.

PLANNING: Discussion with Planner regarding CTH CV 10. Discuss and send information on harassment of county employees to the Department in reference to a telephone call received by the employee. Meeting with Planner and others regarding an easement out at the golf course, and selling acreage next to golf course.

PORT AND RESOURCE RECOVERY: Complete Proof of Claim form dealing with a Bankruptcy of Harley Davidson for the Department and file with the Bankruptcy Court. Draft Memorandum of Understanding for the purchase of recycling compactor for the BOW group (Brown County, Outagamie County and Winnebago County). Review the Performance Bond for Great American Disposal for Port & Resource Recovery. Finalize Renard Island/Sauk Road Opinion per request of Dean Haen, and follow up communication with Mr. Haen regarding the same.

PUBLIC WORKS: Review documents sent on CTH GV 10 and the proposals for the road way as to litigation which may result therefrom. Request from Public Works Director the bid tabulations for open records request on asphalt plants. Review speed limit changes in the ordinances for County Trunk Highway "EB", Village of Ashwaubenon, County Trunk Highway "M", Village of Suamico and County Trunk Highway "PP", Town of Ledgeview. Attend a meeting regarding CTH GV 10 and liability issues that may arise with reconstruction on the road. Discussion with Paul Van Noie regarding a contract for the purchase of an Asphalt Plant. Telephone conference with Joel Batha at the

State DOT office regarding CTH GV 10 and the case law surrounding taking and severance damages. Meeting with Paul Van Noie, Paul Fontecchio, Chuck Lamine and Cole Runge with Joel Batha on speaker phone regarding CTH GV 10 and the issues surrounding construction of the road.

PUBLIC SAFETY COMMUNICATIONS: Research and respond to a Robert's Rules of order question for the Public Safety Advisory Board. Research and answer question regarding open meetings for the Advisory Board. Discussion with Dane County as to intergovernmental agreements and authority under those agreements with surrounding government entities. Review of case law and relevant County Resolutions in anticipation of drafting the Certification of Authorization for AT&T, as necessary for it to execute the final version of the Option Structure Lease for the Radio Project. Multiple communications with Public Safety regarding the basis for said Certification of Authorization and how to address the same in the future. Review of request from Public Safety to enter into an agreement whereby it sells Marinette County old radio equipment and draft sales agreement in response thereto. Communication to and from Barb West regarding the sale of the old radio equipment. Communication to and from John Lampkin regarding the same.

RISK MANAGEMENT: Discussion with Risk Management on ADRC letter for audit purposes. Discussion with Risk Manager regarding the Soil and Water Grant document. Discussion with Barb West on the Retention schedule for the County.

SHERIFF'S DEPARTMENT: Discussion with Captain Deneys regarding two open records requests the department receive and how to handle said requests. Research and respond to Sheriff's department on charging individuals in jail for damages which they cause and due process rights. Discussion with Lt. David Poteat regarding statutory language of Wis. Stat. 961.55(5) and the retention of forfeited money.

TREASURER: Review of In Rem Foreclosure statutes in anticipation of meeting with County Treasurer for the 2014 foreclosures. Meeting with County Treasurer to go over list of unredeemed properties. Teleconference with Judge Atkinson's Clerk regarding upcoming Default Hearing. Teleconference with Guardian Ad Litem regarding the In Rem Foreclosures. Numerous email communications to and from County Treasurer regarding process moving forward on In Rem. Begin Drafting Motion for Default in anticipation of Default Hearing for the Foreclosures.

LITIGATION UPDATE

FORECLOSURES: Review the foreclosure of Kong Lee and draft and file appearance and demand for surplus proceeds with the court. Review the foreclosure documents received on CitiMortgage v. Roberto Sanchez a/k/a Roberto Sanchez Zepeda for the Motion and Order to Confirm Sale.

SMALL CLAIMS: Attend Court for the small claims hearing on zoning and library.

CAROLINE GUZMAN v. BROWN COUNTY: This is a DWD complaint with the State of Wisconsin alleging Discrimination by the County for refusing reasonable accommodations for a disability of sleep apnea. The Equal Rights Division is scheduling a hearing on the merits of the case.

MARK S. TAYLOR v. BROWN COUNTY: Inmate on Huber made claim alleging that emergency medical care was consistently denied him over the course of four days. He argues that the officers should have responded quicker to his requests for medical care instead of abiding by the Jail's policy of submitting a written request form. Summary Judgment motions have been filed in this matter.

SANIMAX: Discussion with Attorney Greg Conway and Attorney Jason Koch of Conway, Olejniczak & Jerry Law firm representing Sanimax, on the citations issued to the company. Meeting with Conway law firm regarding the upcoming court date.

GUARDIANSHIPS/PROTECTIVE PLACEMENTS:

Register in Probate Office:

- Pre-trials / new Guardianship or Protective Placement cases (Ch. 54/55): 4
 - Pre-trials / Annual Reviews of Protective Placements (WATT's hearings / Ch. 55): 3
 - Temporary Guardianship hearings (Ch. 54): 9
 - Scheduling Conferences for contested cases (Ch. 54/55): 4
 - Pre-trials / Extension of Civil Mental Health Commitments (Ch. 51): 12
 - Dismissal of Protective Placement Summary hearing: 1
 - Re-hearing on Temporary Guardianship: 1

Judicial Hearings / Court Commissioners:

- Brown County Probable Cause Hearings for Civil Mental Health Commitments (Ch. 51): 4
 - Brown County Settlement Agreements (Ch. 51): 11
 - Door, Oconto and Marinette Probable Cause hearings (Ch. 51): 1
 - Door, Oconto and Marinette Settlement Agreements (Ch. 51): 3
 - Emergency Protective Placement Hearings (Ch. 55): 1
 - Transfer to a More Restrictive Facility hearing (Ch. 51): 2 waivers

Judicial Hearings / Judge Walsh and Judge Zakowski:

- Brown County Probable Cause hearings (Ch. 51): 2
 - Brown County Settlement Agreements (Ch. 51): 8
 - Door, Oconto and Marinette – Probable Cause hearings (Ch. 51): 1
 - Door, Oconto and Marinette – Settlement Agreements (Ch. 51): 1
 - Final Civil Mental Health hearings (Ch. 51): 2
 - Civil Mental Health Extension Hearings (Ch. 51): 11
 - Civil Mental Health Extension Hearing stipulations (Ch. 51): 8
 - Annual Protective Placement Review hearings (Ch. 55): 5
 - Guardianship hearings (Ch. 54): 6
 - Protective Placement hearings (Ch. 55): 3
 - Petition to add Protective Placement to existing guardianships: 1
 - Petition for Appointment of Conservator for a vulnerable adult: 1
 - Petition to Terminate Guardianship: 1
 - Hearing to reschedule guardianship hearing around dialysis schedule: 1

Other Work:

- Preparation and review for all hearings, read expert reports, social worker reports, prepare oral arguments, and arrange witness testimony.
 - Phone calls and e-mails with calls with public defenders and other attorneys: 12
 - Phone calls and e-mails with medical doctors, psychiatrists, or psychologists: 19
 - Case review with Brown County in-patient social workers and doctors at Nicolet on discharges without court (Ch. 51): On-going over the month
 - Coverage for Child Protection Hearings: 3
 - In person meetings with social workers: 2x / week
 - Phone calls with social workers: daily calls
 - Text messages with social workers: 6
 - Phone calls with witnesses: 9
 - Phone calls with other employees: 12
 - Phone calls with public and two meetings with individual families regarding three party petitions
 - Phone calls with department supervisors or department heads: 2

- E-mails regarding cases: weekly
- Adult Protective Service meeting: 2 hours
- Subrogation: 2 stipulations signed closing cases and accepting final settlement of Medicaid subrogation claims
- Quarterly Emergency Detention meeting with representatives from local hospitals, police departments, sheriff's office, Brown County social workers and department heads regarding on-going emergency detention procedure in Brown County
- Prepared handout for police, hospitals, social workers and crisis regarding explaining Act 488 and Act 360 and advising of effective date
- Drafted amendment to state form for emergency detentions for police officers and crisis to use in order to ensure compliance with the Act 360 mental health timeline change
- Scheduled and held meeting with Register in Probate, judges on the probate rotation, and the public defender's office regarding setting up hearings to accommodate Act 360 timeline change for mental health commitments
- HIPAA: bi-weekly HIPAA committee meeting
- Review of county releases regarding exchange of protected health information
- Research on on-going HIPAA breach logs and compliance.
- Review of Oneida land trust requests to the Bureau of Indian Affairs regarding land in Brown County and preparation of response on behalf of County

CHILDREN IN NEED OF PROTECTIVE SERVICES (CHIPS):

Pretrial Conferences: 5

1:45 Emergency Hearing with Court Commissioner: 18

Plea/Disposition Hearings: 29

Status Hearings: 5

Extension/Permanency Plan Review Hearings: 12

Motion Hearing: 4

Appointments with Social Worker: 16

Discovery Requests filled: 24

Calls from Social Workers: 372

Calls with the Court: 80

Calls with outside Attorneys: 37

Calls with Witnesses: 6

Guardianship Hearings: 1

HIPAA Meeting: 1

Settlement Meeting: 1

Child Protective Services Supervisors Meeting: 1

Medical Abuse and Neglect Training: 1

Department Case Consult with Juvenile Justice: 2

Motions Written: 1

Three Day Conference on Child Abuse and Neglect: 1

Child in Need of Protection or Services Petitions Filed: 8

TERMINATION OF PARENTAL RIGHTS (TPR):

Hearings

- §48 Juvenile Guardianship Termination Hearing - 1
- §48 Juvenile Guardianship Hearing - 3
- §51 Probable Cause/Hold Open - 3
- CHIPS Plea Hearing - 1
- CHIPS Pre Trial - 2
- Temporary Physical Custody Hearing - 7
- Termination of Parental Rights - Hearing on the Petition - 2

Drafted Documents

- Termination of Parental Rights – Involuntary Termination Orders - 1
- Termination of Parental Rights – TPR Petition - 3
- Termination of Parental Rights – Summary Judgment Motion - 1
- §48 Juvenile Guardianship Petition - 8
- §48 Revision of Guardianship Petition - 1
- §48 Visitation Order - 1
- §48 Guardianship Dispositional Order - 3
- §54 Minor Guardianship Final Order - 3
- Terminate Children in Need of Protection Of Services Final Order - 3
- Order to Transport Defendants - 2
- Drafted Witness Subpoenas - 10
- Notice and Order for Publication - 1
- Juvenile Inspection Order - 6
- Motion and Order to Dismiss - 1
- Social Worker Meeting - 18
- Reviewed Social Worker Case notes for Possible TPR Petition - 3
- Corporation Counsel and Human Services Supervisors meeting
 - Prep K.R. Contested Termination of Guardianship Hearing
 - Adoption Procedures Research – reviewed Wis. Stats. 48.66 – 48.74, Department of Children and Families (DCF) Administrative Code DCF 50, 51, 58. Research was conducted to figure out basic adoption procedures by the department.
 - Reviewed S.T. case to prepare for a filing of a TPR (reviewed case notes, permanency plans, revision notes and court documents)
 - Researched for a possible petition the difference and nuances of 48.415(5) and 48.415(9m) - Racine County v. Renee D., 2012AP1974, District 2, 2/20/13, Racine County v. Latanya D.K., 2013 WI App 28, State v. Gabriel S., 2010AP2876, District 1, 4/19/11
 - Meeting with Kevin Brenan discussing the United Way Project – Following up from where the project was currently
 - Researched publication in Mexico – Hague Convention requirements – Specifically, the requirements for publication when a party (petitioner) has an actual address for a person. Emailed Rob Collins and Ryan O'Rourke to discuss the topic.
 - Obtained dispositional and petitions for prior involuntary TPR from Calumet County
 - Prepared discovery for K.B. TPR
 - In response to Attorney Schneider objecting to a court order – responded to her motion in objection of the order and continued for two days to respond to her and attempt to schedule a hearing that was ultimately not needed due to a modification of the order.
 - Completed reading discovery for S.L. TPR
 - Completed reading discovery for B.P. TPR
 - Met with Lynn Milliren to go over testimony for a contested hearing for P.R.

- Continued Mental Health cross training – with a focus on 54 Adult Guardianships and 55 Protective Placements with Attorney Lindner
- Prepped Jo Beth Patterson for default testimony for a TPR
- Meeting with Melinda Mommaerts to discuss a possible TPR – reviewed failure to assume 48.415(6) and Tammy W-G, 333 Wis. 2d 237 (2011)

Contested Guardianship P.R.

- Reviewed video evidence for hearing
- Went over theory/theme of case, went over report again with case manager
- Reviewed rules of evidence – admissibility of video for hearing
- Pulled CHIPS file for review of “substantial change” standard (48.977(7)(d)(1))

Contested Guardianship K.G./A.G.

- Met with case worker to get update on status of housing for parents. Went over the elements for a contested hearing with worker.
- Drafted possible witness list

A.K. Trial Work

- Preparing deposition
- Continue reviewing documents and updates from case manager
- Drafting opening and closing statements
- Organizing documents
- Developing theme/theory of the case
- Met Attorney Gerbers and Kate Damp for discovery review meeting
- Touched base with John Bushmaker and Erica Kassner regarding the deposition and concerns with confidentiality/meetings

T.M. Trial Work

- Draft of jury instructions
- Brainstorm theory of the case
- Start obtaining documents for discovery

Brown County Clerk Budget Status Report

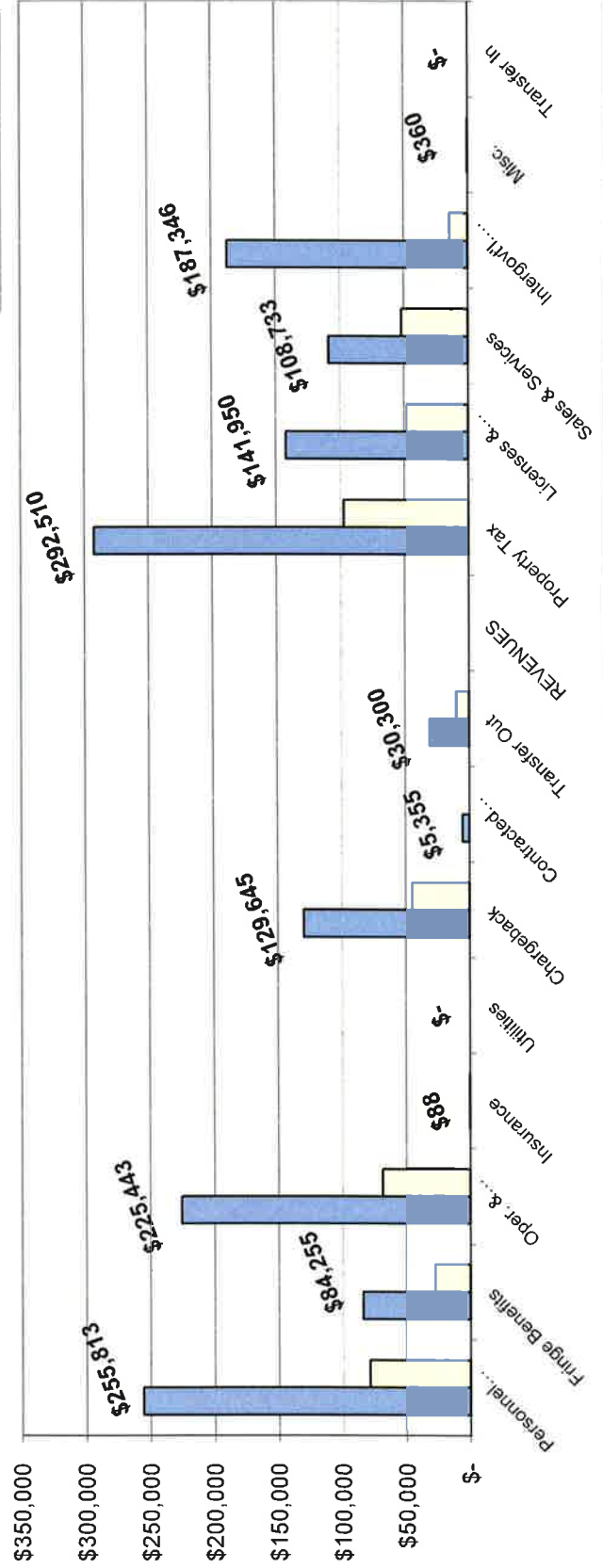
HIGHLIGHTS - January-April Percent of Fiscal Year (33%)

April 30, 2014	Annual Budget	YTD Transactions	YTD %
EXPENDITURES			
Personnel Services	\$ 255,813	\$ 79,045	31%
Fringe Benefits	\$ 84,255	\$ 27,406	33%
Oper. & Maintenance	\$ 225,443	\$ 68,793	31%
Insurance	\$ 88	\$ 81	92%
Utilities	\$ -	\$ -	0%
Chargeback	\$ 129,645	\$ 44,492	34%
Contracted Services	\$ 5,355	\$ -	0%
Transfer Out	\$ 30,300	\$ 10,100	33%
REVENUES			
Property Tax	\$ 292,510	\$ 97,503	33%
Licenses & Permits	\$ 141,950	\$ 47,645	34%
Sales & Services	\$ 108,733	\$ 52,067	48%
Intergov'l. Charge for Serv.	\$ 187,346	\$ 14,028	7%
Misc.	\$ 360	\$ 210	58%
Transfer In	\$ -	\$ -	0%

Expenditures: Operations and Maintenance are high due to election ballot shells ordered for 2014 elections. Insurance high due to annual lump sum taken at beginning of the year.

Revenues: Revenues are consistent with the 2014 Budget. Sales and Services are high due to high Passport Sales. Intergovernmental changes are low because receipts from Spring General election invoices are outstanding.

County Clerk - April 30, 2014





County Clerk

Date Range 01/01/14 - 03/31/14
Exclude Rollup Account

Account	Account Description	Adopted Budget	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF									
REVENUE									
Department 019 - County Clerk									
Property taxes									
4100	General property taxes	292,510.00	292,510.00	24,375.84	.00	73,127.52	219,382.48	25	.00
	<i>Property taxes Totals</i>	<i>\$292,510.00</i>	<i>\$292,510.00</i>	<i>\$24,375.84</i>	<i>\$0.00</i>	<i>\$73,127.52</i>	<i>\$219,382.48</i>	<i>25%</i>	<i>\$0.00</i>
Licenses & permits									
4400.194	Permits Work permit	2,925.00	2,925.00	180.00	.00	352.50	2,572.50	12	.00
4400.195	Permits Alarm permits	21,875.00	21,875.00	450.00	.00	22,265.00	(390.00)	102	.00
4401.192	Licenses Marriage License	112,650.00	112,650.00	5,365.00	.00	15,650.00	97,000.00	14	.00
4401.194	Licenses Dog	4,500.00	4,500.00	.00	.00	.00	4,500.00	0	.00
	<i>Licenses & permits Totals</i>	<i>\$141,950.00</i>	<i>\$141,950.00</i>	<i>\$5,995.00</i>	<i>\$0.00</i>	<i>\$38,267.50</i>	<i>\$103,682.50</i>	<i>27%</i>	<i>\$0.00</i>
Charges for sales and services									
4600.190	Charges and fees Passport	107,643.00	107,643.00	12,282.99	.00	42,696.21	64,946.79	40	.00
4601.012	Sales Copy machine use	425.00	425.00	295.00	.00	724.25	(299.25)	170	.00
4601.196	Sales Directory	500.00	500.00	.00	.00	56.88	443.12	11	.00
4609	Miscellaneous public charges	165.00	165.00	.00	.00	.00	165.00	0	.00
	<i>Charges for sales and services Totals</i>	<i>\$108,733.00</i>	<i>\$108,733.00</i>	<i>\$12,577.99</i>	<i>\$0.00</i>	<i>\$43,477.34</i>	<i>\$65,255.66</i>	<i>40%</i>	<i>\$0.00</i>
Intergovernmental charges for services									
4700	Intergovt charges	187,346.00	187,346.00	14,028.30	.00	14,028.30	173,317.70	7	.00
	<i>Intergovernmental charges for services Totals</i>	<i>\$187,346.00</i>	<i>\$187,346.00</i>	<i>\$14,028.30</i>	<i>\$0.00</i>	<i>\$14,028.30</i>	<i>\$173,317.70</i>	<i>7%</i>	<i>\$0.00</i>
Miscellaneous revenue									
4900	Miscellaneous	360.00	360.00	.00	.00	90.00	270.00	25	.00
	<i>Miscellaneous revenue Totals</i>	<i>\$360.00</i>	<i>\$360.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$90.00</i>	<i>\$270.00</i>	<i>25%</i>	<i>\$0.00</i>
Department 019 - County Clerk									
	<i>REVENUE TOTALS</i>	<i>\$730,899.00</i>	<i>\$730,899.00</i>	<i>\$56,977.13</i>	<i>\$0.00</i>	<i>\$168,990.66</i>	<i>\$561,908.34</i>	<i>23%</i>	<i>\$0.00</i>
EXPENSE									
Department 019 - County Clerk									
Personnel services									
5100	Regular earnings	248,392.00	248,392.00	27,977.24	.00	57,239.96	191,152.04	23	.00
5100.998	Regular earnings Budget only	3,394.00	3,394.00	.00	.00	.00	3,394.00	0	.00
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	.00	325.94	(325.94)	+++	.00
5102.200	Paid leave earnings Personal	.00	.00	338.54	.00	847.39	(847.39)	+++	.00
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	656.89	(656.89)	+++	.00
5103.000	Premium Overtime	4,027.00	4,027.00	351.01	.00	490.75	3,536.25	12	.00
	<i>Personnel services Totals</i>	<i>\$255,813.00</i>	<i>\$255,813.00</i>	<i>\$28,666.79</i>	<i>\$0.00</i>	<i>\$59,560.93</i>	<i>\$196,252.07</i>	<i>23%</i>	<i>\$0.00</i>
Fringe benefits and taxes									
5110.100	Fringe benefits FICA	18,552.00	18,552.00	2,138.61	.00	4,424.49	14,127.51	24	.00
5110.110	Fringe benefits Unemployment compensation	947.00	947.00	104.71	.00	209.20	737.80	22	.00
5110.200	Fringe benefits Health insurance	39,808.00	39,808.00	3,346.56	.00	10,039.68	29,768.32	25	.00
5110.210	Fringe benefits Dental Insurance	3,256.00	3,256.00	271.28	.00	813.84	2,442.16	25	.00



County Clerk

Date Range 01/01/14 - 03/31/14
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF	EXPENSE									
Department 019 - County Clerk										
Fringe benefits and taxes										
5110.220	Fringe benefits Life Insurance	205.00	.00	205.00	43.06	.00	103.74	101.26	51	.00
5110.230	Fringe benefits LT disability insurance	615.00	.00	615.00	75.94	.00	227.82	387.18	37	.00
5110.235	Fringe benefits Disability insurance	1,711.00	.00	1,711.00	142.58	.00	427.74	1,283.26	25	.00
5110.240	Fringe benefits Workers compensation insurance	272.00	.00	272.00	22.66	.00	67.98	204.02	25	.00
5110.300	Fringe benefits Retirement	18,111.00	.00	18,111.00	2,066.37	.00	4,285.60	13,825.40	24	.00
5198	Fringe benefits - Budget only	778.00	.00	778.00	.00	.00	.00	778.00	0	.00
	<i>Fringe benefits and taxes Totals</i>	\$84,255.00	\$0.00	\$84,255.00	\$8,211.77	\$0.00	\$20,600.09	\$63,654.91	24%	\$0.00
	<i>Operations and maintenance</i>									
5300.001	Supplies Office	12,050.00	13,428.00	25,478.00	1,749.03	.00	17,376.42	8,101.58	68	.00
5300.004	Supplies Postage	8,875.00	.00	8,875.00	62.03	.00	2,749.98	6,125.02	31	.00
5304	Printing	7,600.00	.00	7,600.00	.00	.00	350.61	7,249.39	5	.00
5304.100	Printing Forms	38,900.00	.00	38,900.00	31,262.53	.00	31,262.53	7,637.47	80	.00
5305	Dues and memberships	100.00	.00	100.00	45.00	.00	145.00	(45.00)	145	.00
5306.100	Maintenance agreement Software	13,944.00	.00	13,944.00	1,058.40	.00	3,175.20	10,768.80	23	.00
5307.100	Repairs and maintenance Equipment	21,142.00	(13,428.00)	7,714.00	.00	.00	.00	7,714.00	0	.00
5310	Advertising and public notice	117,344.00	.00	117,344.00	3,855.66	.00	9,428.10	107,915.90	8	.00
5330	Books, periodicals, subscription	963.00	.00	963.00	.00	.00	121.96	841.04	13	.00
5340	Travel and training	4,525.00	.00	4,525.00	518.30	.00	1,140.52	3,384.48	25	.00
	<i>Operations and maintenance Totals</i>	\$225,443.00	\$0.00	\$225,443.00	\$38,550.95	\$0.00	\$65,750.32	\$159,692.68	29%	\$0.00
	<i>Insurance costs</i>									
5410.400	Insurance Bond	88.00	.00	88.00	.00	.00	81.25	6.75	92	.00
	<i>Insurance costs Totals</i>	\$88.00	\$0.00	\$88.00	\$0.00	\$0.00	\$81.25	\$6.75	92%	\$0.00
	<i>Chargebacks</i>									
5600	Indirect cost	77,261.00	.00	77,261.00	6,438.42	.00	19,315.26	57,945.74	25	.00
5601.100	Intra-county expense Technology services	35,366.00	.00	35,366.00	2,708.08	.00	8,436.11	26,929.89	24	.00
5601.200	Intra-county expense Insurance	1,751.00	.00	1,751.00	145.92	.00	437.76	1,313.24	25	.00
5601.400	Intra-county expense Copy center	14,500.00	.00	14,500.00	4,195.89	.00	6,900.44	7,599.56	48	.00
5601.450	Intra-county expense Departmental copiers	767.00	.00	767.00	63.92	.00	191.76	575.24	25	.00
	<i>Chargebacks Totals</i>	\$129,645.00	\$0.00	\$129,645.00	\$13,552.23	\$0.00	\$35,281.33	\$94,363.67	27%	\$0.00
	<i>Contracted services</i>									
5370	Support Services	5,355.00	.00	5,355.00	.00	.00	.00	5,355.00	0	.00
	<i>Contracted services Totals</i>	\$5,355.00	\$0.00	\$5,355.00	\$0.00	\$0.00	\$0.00	\$5,355.00	0%	\$0.00
	<i>Transfer out</i>									
9003	Transfer out	30,300.00	.00	30,300.00	2,525.00	.00	7,575.00	22,725.00	25	.00
	<i>Transfer out Totals</i>	\$30,300.00	\$0.00	\$30,300.00	\$2,525.00	\$0.00	\$7,575.00	\$22,725.00	25%	\$0.00
	Department 019 - County Clerk Totals	\$730,899.00	\$0.00	\$730,899.00	\$91,506.74	\$0.00	\$188,848.92	\$542,050.08	26%	\$0.00
	EXPENSE TOTALS	\$730,899.00	\$0.00	\$730,899.00	\$91,506.74	\$0.00	\$188,848.92	\$542,050.08	26%	\$0.00



County Clerk

Date Range 01/01/14 - 03/31/14
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF Totals											
	REVENUE TOTALS	730,899.00	.00	730,899.00	56,977.13	.00	.00	168,990.66	561,908.34	23	.00
	EXPENSE TOTALS	730,899.00	.00	730,899.00	91,506.74	.00	.00	188,848.92	542,050.08	26	.00
	Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	(\$34,529.61)	\$0.00	\$0.00	(\$19,858.26)	\$19,858.26		\$0.00
Fund 424 - Election Tabulation											
	REVENUE										
	Department 019 - County Clerk										
	Interest & investment earnings										
4905	Interest	.00	.00	.00	.51	.00	.00	90.17	(90.17)	+++	.00
	EXPENSE										
	Department 019 - County Clerk										
	Outlay										
6110.020	Outlay Equipment (\$5,000+)	.00	.00	.00	.00	.00	.00	13,043.92	(13,043.92)	+++	.00
	REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.17	(\$90.17)	+++	\$0.00
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90.17	(\$90.17)	+++	\$0.00
Fund 424 - Election Tabulation Totals											
	REVENUE TOTALS	.00	.00	.00	.51	.00	.00	90.17	(90.17)	+++	.00
	EXPENSE TOTALS	.00	.00	.00	.00	.00	.00	13,043.92	(13,043.92)	+++	.00
	Fund 424 - Election Tabulation Totals	\$0.00	\$0.00	\$0.00	\$0.51	\$0.00	\$0.00	(\$12,953.75)	\$12,953.75		\$0.00
Fund 802 - Dog License											
	REVENUE										
	Licenses & permits										
4401	Licenses	31,126.00	.00	31,126.00	.00	.00	.00	.00	31,126.00	0	.00
	REVENUE TOTALS	\$31,126.00	\$0.00	\$31,126.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,126.00	0%	\$0.00
	EXPENSE										
	Operations and maintenance										
5300	Supplies	600.00	.00	600.00	.00	.00	.00	.00	600.00	0	.00
5300.004	Supplies Postage	100.00	.00	100.00	.00	.00	.00	.00	100.00	0	.00
5310	Advertising and public notice	4,026.00	.00	4,026.00	405.19	.00	.00	915.26	3,110.74	23	.00
	Operations and maintenance Totals	\$4,726.00	\$0.00	\$4,726.00	\$405.19	\$0.00	\$0.00	\$915.26	\$3,810.74	19%	\$0.00
	Other										
5885	Payments to districts	26,400.00	.00	26,400.00	.00	.00	.00	.00	26,400.00	0	.00
	Other Totals	\$26,400.00	\$0.00	\$26,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,400.00	0%	\$0.00
	EXPENSE TOTALS	\$31,126.00	\$0.00	\$31,126.00	\$405.19	\$0.00	\$0.00	\$915.26	\$30,210.74	3%	\$0.00



County Clerk

Date Range 01/01/14 - 03/31/14
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund	802 - Dog License Totals										
	REVENUE TOTALS	31,126.00	.00	31,126.00	.00	.00	.00	.00	31,126.00	0	.00
	EXPENSE TOTALS	31,126.00	.00	31,126.00	405.19	.00	915.26	915.26	30,210.74	3	.00
Fund	802 - Dog License Totals	\$0.00	\$0.00	\$0.00	(\$405.19)	\$0.00	(\$915.26)	(\$915.26)	\$915.26		\$0.00
	Grand Totals										
	REVENUE TOTALS	762,025.00	.00	762,025.00	56,977.64	.00	169,080.83	169,080.83	592,944.17	22	.00
	EXPENSE TOTALS	762,025.00	.00	762,025.00	91,911.93	.00	202,808.10	202,808.10	559,216.90	27	.00
	Grand Totals	\$0.00	\$0.00	\$0.00	(\$34,934.29)	\$0.00	(\$33,727.27)	(\$33,727.27)	\$33,727.27		\$0.00



County Clerk

Date Range 01/01/14 - 03/31/14
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF										
REVENUE										
Department 019 - County Clerk										
<i>Property taxes</i>										
4100	General property taxes	292,510.00	.00	292,510.00	24,375.84	.00	73,127.52	219,382.48	25	.00
	<i>Property taxes Totals</i>	\$292,510.00	\$0.00	\$292,510.00	\$24,375.84	\$0.00	\$73,127.52	\$219,382.48	25%	\$0.00
<i>Licenses & permits</i>										
4400.194	Permits Work permit	2,925.00	.00	2,925.00	180.00	.00	352.50	2,572.50	12	.00
4400.195	Permits Alarm permits	21,875.00	.00	21,875.00	450.00	.00	22,265.00	(390.00)	102	.00
4401.192	Licenses Marriage License	112,650.00	.00	112,650.00	5,365.00	.00	15,650.00	97,000.00	14	.00
4401.194	Licenses Dog	4,500.00	.00	4,500.00	.00	.00	.00	4,500.00	0	.00
	<i>Licenses & permits Totals</i>	\$141,950.00	\$0.00	\$141,950.00	\$5,995.00	\$0.00	\$38,267.50	\$103,682.50	27%	\$0.00
<i>Charges for sales and services</i>										
4600.190	Charges and fees Passport	107,643.00	.00	107,643.00	12,282.99	.00	42,696.21	64,946.79	40	.00
4601.012	Sales Copy machine use	425.00	.00	425.00	295.00	.00	724.25	(299.25)	170	.00
4601.196	Sales Directory	500.00	.00	500.00	.00	.00	56.88	443.12	11	.00
4609	Miscellaneous public charges	165.00	.00	165.00	.00	.00	.00	165.00	0	.00
	<i>Charges for sales and services Totals</i>	\$108,733.00	\$0.00	\$108,733.00	\$12,577.99	\$0.00	\$43,477.34	\$65,255.66	40%	\$0.00
<i>Intergovernmental charges for services</i>										
4700	Intergovt charges	187,346.00	.00	187,346.00	14,028.30	.00	14,028.30	173,317.70	7	.00
	<i>Intergovernmental charges for services Totals</i>	\$187,346.00	\$0.00	\$187,346.00	\$14,028.30	\$0.00	\$14,028.30	\$173,317.70	7%	\$0.00
<i>Miscellaneous revenue</i>										
4900	Miscellaneous	360.00	.00	360.00	.00	.00	90.00	270.00	25	.00
	<i>Miscellaneous revenue Totals</i>	\$360.00	\$0.00	\$360.00	\$0.00	\$0.00	\$90.00	\$270.00	25%	\$0.00
	019 - County Clerk	\$730,899.00	\$0.00	\$730,899.00	\$56,977.13	\$0.00	\$168,990.66	\$561,908.34	23%	\$0.00
	REVENUE TOTALS	\$730,899.00	\$0.00	\$730,899.00	\$56,977.13	\$0.00	\$168,990.66	\$561,908.34	23%	\$0.00
EXPENSE										
Department 019 - County Clerk										
<i>Personnel services</i>										
5100	Regular earnings	248,392.00	.00	248,392.00	27,977.24	.00	57,239.96	191,152.04	23	.00
5100.998	Regular earnings Budget only	3,394.00	.00	3,394.00	.00	.00	.00	3,394.00	0	.00
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	.00	.00	325.94	(325.94)	+++	.00
5102.200	Paid leave earnings Personal	.00	.00	.00	338.54	.00	847.39	(847.39)	+++	.00
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	656.89	(656.89)	+++	.00
5103.000	Premium Overtime	4,027.00	.00	4,027.00	351.01	.00	490.75	3,536.25	12	.00
	<i>Personnel services Totals</i>	\$255,813.00	\$0.00	\$255,813.00	\$28,666.79	\$0.00	\$59,560.93	\$196,252.07	23%	\$0.00
<i>Fringe benefits and taxes</i>										
5110.100	Fringe benefits FICA	18,552.00	.00	18,552.00	2,138.61	.00	4,424.49	14,127.51	24	.00
5110.110	Fringe benefits Unemployment compensation	947.00	.00	947.00	104.71	.00	209.20	737.80	22	.00
5110.200	Fringe benefits Health insurance	39,808.00	.00	39,808.00	3,346.56	.00	10,039.68	29,768.32	25	.00
5110.210	Fringe benefits Dental Insurance	3,256.00	.00	3,256.00	271.28	.00	813.84	2,442.16	25	.00



County Clerk

Date Range 01/01/14 - 03/31/14
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF										
EXPENSE										
Department 019 - County Clerk										
Fringe benefits and taxes										
5110.220	Fringe benefits Life Insurance	205.00	.00	205.00	43.06	.00	103.74	101.26	51	.00
5110.230	Fringe benefits LT disability insurance	615.00	.00	615.00	75.94	.00	227.82	387.18	37	.00
5110.235	Fringe benefits Disability insurance	1,711.00	.00	1,711.00	142.58	.00	427.74	1,283.26	25	.00
5110.240	Fringe benefits Workers compensation insurance	272.00	.00	272.00	22.66	.00	67.98	204.02	25	.00
5110.300	Fringe benefits Retirement	18,111.00	.00	18,111.00	2,066.37	.00	4,285.60	13,825.40	24	.00
5198	Fringe benefits - Budget only	778.00	.00	778.00	.00	.00	.00	778.00	0	.00
Fringe benefits and taxes Totals		\$84,255.00	\$0.00	\$84,255.00	\$8,211.77	\$0.00	\$20,600.09	\$63,654.91	24%	\$0.00
Operations and maintenance										
5300.001	Supplies Office	12,050.00	13,428.00	25,478.00	1,749.03	.00	17,376.42	8,101.58	68	.00
5300.004	Supplies Postage	8,875.00	.00	8,875.00	62.03	.00	2,749.98	6,125.02	31	.00
5304	Printing	7,600.00	.00	7,600.00	.00	.00	350.61	7,249.39	5	.00
5304.100	Printing Forms	38,900.00	.00	38,900.00	31,262.53	.00	31,262.53	7,637.47	80	.00
5305	Dues and memberships	100.00	.00	100.00	45.00	.00	145.00	(45.00)	145	.00
5306.100	Maintenance agreement Software	13,944.00	.00	13,944.00	1,058.40	.00	3,175.20	10,768.80	23	.00
5307.100	Repairs and maintenance Equipment	21,142.00	(13,428.00)	7,714.00	.00	.00	.00	7,714.00	0	.00
5310	Advertising and public notice	117,344.00	.00	117,344.00	3,855.66	.00	9,428.10	107,915.90	8	.00
5330	Books, periodicals, subscription	963.00	.00	963.00	.00	.00	121.96	841.04	13	.00
5340	Travel and training	4,525.00	.00	4,525.00	518.30	.00	1,140.52	3,384.48	25	.00
Operations and maintenance Totals		\$225,443.00	\$0.00	\$225,443.00	\$38,550.95	\$0.00	\$65,750.32	\$159,692.68	29%	\$0.00
Insurance costs										
5410.400	Insurance Bond	88.00	.00	88.00	.00	.00	81.25	6.75	92	.00
Insurance costs Totals		\$88.00	\$0.00	\$88.00	\$0.00	\$0.00	\$81.25	\$6.75	92%	\$0.00
Chargebacks										
5600	Indirect cost	77,261.00	.00	77,261.00	6,438.42	.00	19,315.26	57,945.74	25	.00
5601.100	Intra-county expense Technology services	35,366.00	.00	35,366.00	2,708.08	.00	8,436.11	26,929.89	24	.00
5601.200	Intra-county expense Insurance	1,751.00	.00	1,751.00	145.92	.00	437.76	1,313.24	25	.00
5601.400	Intra-county expense Copy center	14,500.00	.00	14,500.00	4,195.89	.00	6,900.44	7,599.56	48	.00
5601.450	Intra-county expense Departmental copiers	767.00	.00	767.00	63.92	.00	191.76	575.24	25	.00
Chargebacks Totals		\$129,645.00	\$0.00	\$129,645.00	\$13,552.23	\$0.00	\$35,281.33	\$94,363.67	27%	\$0.00
Contracted services										
5370	Support Services	5,355.00	.00	5,355.00	.00	.00	.00	5,355.00	0	.00
Contracted services Totals		\$5,355.00	\$0.00	\$5,355.00	\$0.00	\$0.00	\$0.00	\$5,355.00	0%	\$0.00
Transfer out										
9003	Transfer out	30,300.00	.00	30,300.00	2,525.00	.00	7,575.00	22,725.00	25	.00
Transfer out Totals		\$30,300.00	\$0.00	\$30,300.00	\$2,525.00	\$0.00	\$7,575.00	\$22,725.00	25%	\$0.00
Department 019 - County Clerk Totals		\$730,899.00	\$0.00	\$730,899.00	\$91,506.74	\$0.00	\$188,848.92	\$542,050.08	26%	\$0.00
EXPENSE TOTALS		\$730,899.00	\$0.00	\$730,899.00	\$91,506.74	\$0.00	\$188,848.92	\$542,050.08	26%	\$0.00



Run by Juno, Sandy on 04/25/2014 08:49:58 AM



County Clerk

Date Range 01/01/14 - 03/31/14
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 802 - Dog License	Totals									
	REVENUE TOTALS	31,126.00	.00	31,126.00	.00	.00	.00	31,126.00	0	.00
	EXPENSE TOTALS	31,126.00	.00	31,126.00	405.19	.00	915.26	30,210.74	3	.00
Fund 802 - Dog License	Totals	\$0.00	\$0.00	\$0.00	(\$405.19)	\$0.00	(\$915.26)	\$915.26		\$0.00
Grand Totals										
	REVENUE TOTALS	762,025.00	.00	762,025.00	56,977.64	.00	169,080.83	592,944.17	22	.00
	EXPENSE TOTALS	762,025.00	.00	762,025.00	91,911.93	.00	202,808.10	559,216.90	27	.00
Grand Totals		\$0.00	\$0.00	\$0.00	(\$34,934.29)	\$0.00	(\$33,727.27)	\$33,727.27		\$0.00



County Clerk

Date Range 01/01/14 - 04/30/14
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF										
REVENUE										
Department 019 - County Clerk										
<i>Property taxes</i>										
4100	General property taxes	292,510.00	.00	292,510.00	24,375.84	.00	97,503.36	195,006.64	33	.00
	<i>Property taxes Totals</i>	\$292,510.00	\$0.00	\$292,510.00	\$24,375.84	\$0.00	\$97,503.36	\$195,006.64	33%	\$0.00
<i>Licenses & permits</i>										
4400.194	Permits Work permit	2,925.00	.00	2,925.00	227.50	.00	580.00	2,345.00	20	.00
4400.195	Permits Alarm permits	21,875.00	.00	21,875.00	185.00	.00	22,450.00	(575.00)	103	.00
4401.192	Licenses Marriage License	112,650.00	.00	112,650.00	8,965.00	.00	24,615.00	88,035.00	22	.00
4401.194	Licenses Dog	4,500.00	.00	4,500.00	.00	.00	.00	4,500.00	0	.00
	<i>Licenses & permits Totals</i>	\$141,950.00	\$0.00	\$141,950.00	\$9,377.50	\$0.00	\$47,645.00	\$94,305.00	34%	\$0.00
<i>Charges for sales and services</i>										
4600.190	Charges and fees Passport	107,643.00	.00	107,643.00	8,580.41	.00	51,276.62	56,366.38	48	.00
4601.012	Sales Copy machine use	425.00	.00	425.00	.00	.00	724.25	(299.25)	170	.00
4601.196	Sales Directory	500.00	.00	500.00	9.48	.00	66.36	433.64	13	.00
4609	Miscellaneous public charges	165.00	.00	165.00	.00	.00	.00	165.00	0	.00
	<i>Charges for sales and services Totals</i>	\$108,733.00	\$0.00	\$108,733.00	\$8,589.89	\$0.00	\$52,067.23	\$56,665.77	48%	\$0.00
<i>Intergovernmental charges for services</i>										
4700	Intergovt charges	187,346.00	.00	187,346.00	.00	.00	14,028.30	173,317.70	7	.00
	<i>Intergovernmental charges for services Totals</i>	\$187,346.00	\$0.00	\$187,346.00	\$0.00	\$0.00	\$14,028.30	\$173,317.70	7%	\$0.00
<i>Miscellaneous revenue</i>										
4900	Miscellaneous	360.00	.00	360.00	120.00	.00	210.00	150.00	58	.00
	<i>Miscellaneous revenue Totals</i>	\$360.00	\$0.00	\$360.00	\$120.00	\$0.00	\$210.00	\$150.00	58%	\$0.00
Department 019 - County Clerk										
	<i>Miscellaneous revenue Totals</i>	\$730,899.00	\$0.00	\$730,899.00	\$42,463.23	\$0.00	\$211,453.89	\$519,445.11	29%	\$0.00
REVENUE TOTALS										
	<i>REVENUE TOTALS</i>	\$730,899.00	\$0.00	\$730,899.00	\$42,463.23	\$0.00	\$211,453.89	\$519,445.11	29%	\$0.00
EXPENSE										
Department 019 - County Clerk										
<i>Personnel services</i>										
5100	Regular earnings	248,392.00	.00	248,392.00	18,706.12	.00	75,946.08	172,445.92	31	.00
5100.998	Regular earnings Budget only	3,394.00	.00	3,394.00	.00	.00	.00	3,394.00	0	.00
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	227.96	.00	553.90	(553.90)	+++	.00
5102.200	Paid leave earnings Personal	.00	.00	.00	153.10	.00	1,000.49	(1,000.49)	+++	.00
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	656.89	(656.89)	+++	.00
5103.000	Premium Overtime	4,027.00	.00	4,027.00	396.62	.00	887.37	3,139.63	22	.00
	<i>Personnel services Totals</i>	\$255,813.00	\$0.00	\$255,813.00	\$19,483.80	\$0.00	\$79,044.73	\$176,768.27	31%	\$0.00
<i>Fringe benefits and taxes</i>										
5110.100	Fringe benefits FICA	18,552.00	.00	18,552.00	1,438.40	.00	5,862.89	12,689.11	32	.00
5110.110	Fringe benefits Unemployment compensation	947.00	.00	947.00	70.47	.00	279.67	667.33	30	.00
5110.200	Fringe benefits Health Insurance	39,808.00	.00	39,808.00	3,346.56	.00	13,386.24	26,421.76	34	.00
5110.210	Fringe benefits Dental Insurance	3,256.00	.00	3,256.00	271.28	.00	1,085.12	2,170.88	33	.00



County Clerk

Date Range 01/01/14 - 04/30/14
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF										
EXPENSE										
Department 019 - County Clerk										
Fringe benefits and taxes										
5110.220	Fringe benefits Life Insurance	205.00	.00	205.00	43.06	.00	146.80	58.20	72	.00
5110.230	Fringe benefits LT disability insurance	615.00	.00	615.00	75.94	.00	303.76	311.24	49	.00
5110.235	Fringe benefits Disability insurance	1,711.00	.00	1,711.00	142.58	.00	570.32	1,140.68	33	.00
5110.240	Fringe benefits Workers compensation insurance	272.00	.00	272.00	22.66	.00	90.64	181.36	33	.00
5110.300	Fringe benefits Retirement	18,111.00	.00	18,111.00	1,394.59	.00	5,680.19	12,430.81	31	.00
5198	Fringe benefits - Budget only	778.00	.00	778.00	.00	.00	.00	778.00	0	.00
	<i>Fringe benefits and taxes Totals</i>	\$84,255.00	\$0.00	\$84,255.00	\$6,805.54	\$0.00	\$27,405.63	\$56,849.37	33%	\$0.00
Operations and maintenance										
5300.001	Supplies Office	12,050.00	13,428.00	25,478.00	30.91	.00	17,407.33	8,070.67	68	.00
5300.004	Supplies Postage	8,875.00	.00	8,875.00	1,153.02	.00	3,903.00	4,972.00	44	.00
5304	Printing	7,600.00	.00	7,600.00	.00	.00	350.61	7,249.39	5	.00
5304.100	Printing Forms	38,900.00	.00	38,900.00	.00	.00	31,262.53	7,637.47	80	.00
5305	Dues and memberships	100.00	.00	100.00	.00	.00	145.00	(45.00)	145	.00
5306.100	Maintenance agreement Software	13,944.00	.00	13,944.00	1,058.40	.00	4,233.60	9,710.40	30	.00
5307.100	Repairs and maintenance Equipment	21,142.00	(13,428.00)	7,714.00	.00	.00	.00	7,714.00	0	.00
5310	Advertising and public notice	117,344.00	.00	117,344.00	481.00	.00	9,909.10	107,434.90	8	.00
5330	Books, periodicals, subscription	963.00	.00	963.00	.00	.00	121.96	841.04	13	.00
5340	Travel and training	4,525.00	.00	4,525.00	320.00	.00	1,460.52	3,064.48	32	.00
	<i>Operations and maintenance Totals</i>	\$225,443.00	\$0.00	\$225,443.00	\$3,043.33	\$0.00	\$68,793.65	\$156,649.35	31%	\$0.00
Insurance costs										
5410.400	Insurance Bond	88.00	.00	88.00	.00	.00	81.25	6.75	92	.00
	<i>Insurance costs Totals</i>	\$88.00	\$0.00	\$88.00	\$0.00	\$0.00	\$81.25	\$6.75	92%	\$0.00
Chargebacks										
5600	Indirect cost	77,261.00	.00	77,261.00	6,438.42	.00	25,753.68	51,507.32	33	.00
5601.100	Intra-county expense Technology services	35,366.00	.00	35,366.00	2,455.49	.00	10,891.60	24,474.40	31	.00
5601.200	Intra-county expense Insurance	1,751.00	.00	1,751.00	145.92	.00	583.68	1,167.32	33	.00
5601.400	Intra-county expense Copy center	14,500.00	.00	14,500.00	106.75	.00	7,007.19	7,492.81	48	.00
5601.450	Intra-county expense Departmental copiers	767.00	.00	767.00	63.92	.00	255.68	511.32	33	.00
	<i>Chargebacks Totals</i>	\$129,645.00	\$0.00	\$129,645.00	\$9,210.50	\$0.00	\$44,491.83	\$85,153.17	34%	\$0.00
Contracted services										
5370	Support Services	5,355.00	.00	5,355.00	.00	.00	.00	5,355.00	0	.00
	<i>Contracted services Totals</i>	\$5,355.00	\$0.00	\$5,355.00	\$0.00	\$0.00	\$0.00	\$5,355.00	0%	\$0.00
Transfer out										
9003	Transfer out	30,300.00	.00	30,300.00	2,525.00	.00	10,100.00	20,200.00	33	.00
	<i>Transfer out Totals</i>	\$30,300.00	\$0.00	\$30,300.00	\$2,525.00	\$0.00	\$10,100.00	\$20,200.00	33%	\$0.00
Department 019 - County Clerk										
	<i>Department 019 - County Clerk Totals</i>	\$730,899.00	\$0.00	\$730,899.00	\$41,068.17	\$0.00	\$229,917.09	\$500,981.91	31%	\$0.00
	EXPENSE TOTALS	\$730,899.00	\$0.00	\$730,899.00	\$41,068.17	\$0.00	\$229,917.09	\$500,981.91	31%	\$0.00



County Clerk

Date Range 01/01/14 - 04/30/14
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund	100 - GF Totals									
	REVENUE TOTALS	730,899.00	.00	730,899.00	42,463.23	.00	211,453.89	519,445.11	29	.00
	EXPENSE TOTALS	730,899.00	.00	730,899.00	41,068.17	.00	229,917.09	500,981.91	31	.00
Fund	100 - GF Totals	\$0.00	\$0.00	\$0.00	\$1,395.06	\$0.00	(\$18,463.20)	\$18,463.20		\$0.00
Fund	802 - Dog License									
	REVENUE									
	Licenses & permits									
4401	Licenses	31,126.00	.00	31,126.00	.00	.00	.00	31,126.00	0	.00
	REVENUE TOTALS	\$31,126.00	\$0.00	\$31,126.00	\$0.00	\$0.00	\$0.00	\$31,126.00	0%	\$0.00
	EXPENSE									
	Operations and maintenance									
5300	Supplies	600.00	.00	600.00	.00	.00	.00	600.00	0	.00
5300.004	Supplies Postage	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
5310	Advertising and public notice	4,026.00	.00	4,026.00	.00	.00	915.26	3,110.74	23	.00
	Operations and maintenance Totals	\$4,726.00	\$0.00	\$4,726.00	\$0.00	\$0.00	\$915.26	\$3,810.74	19%	\$0.00
	Other									
5885	Payments to districts	26,400.00	.00	26,400.00	.00	.00	.00	26,400.00	0	.00
	Other Totals	\$26,400.00	\$0.00	\$26,400.00	\$0.00	\$0.00	\$0.00	\$26,400.00	0%	\$0.00
	EXPENSE TOTALS	\$31,126.00	\$0.00	\$31,126.00	\$0.00	\$0.00	\$915.26	\$30,210.74	3%	\$0.00
Fund	802 - Dog License Totals									
	REVENUE TOTALS	31,126.00	.00	31,126.00	.00	.00	.00	31,126.00	0	.00
	EXPENSE TOTALS	31,126.00	.00	31,126.00	.00	.00	915.26	30,210.74	3	.00
Fund	802 - Dog License Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$915.26)	\$915.26		\$0.00
Grand Totals										
	REVENUE TOTALS	762,025.00	.00	762,025.00	42,463.23	.00	211,453.89	550,571.11	28	.00
	EXPENSE TOTALS	762,025.00	.00	762,025.00	41,068.17	.00	230,832.35	531,192.65	30	.00
Grand Totals		\$0.00	\$0.00	\$0.00	\$1,395.06	\$0.00	(\$19,378.46)	\$19,378.46		\$0.00



Budget Performance Report

Fiscal Year to Date 04/30/14
Include Rollup Account and Rollup to Account

Account	Fund	210 - Child Support	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
REVENUE												
Department 017 - Child Support												
Division 001 - General												
4100			General property taxes	123,314.00	.00	123,314.00	10,276.17	.00	41,104.68	82,209.32	33	355,722.00
4301			Federal grant revenue	267,027.00	.00	267,027.00	.00	.00	.00	267,027.00	0	.00
State grant and aid revenue												
4302			State grant and aid revenue	1,687,658.00	.00	1,687,658.00	137,169.68	.00	565,456.37	1,122,201.63	34	1,191,278.12
4302.003			State grant and aid revenue Incentives	507,682.00	.00	507,682.00	.00	.00	38,050.00	469,632.00	7	646,954.00
4302.004			State grant and aid revenue GPR	562,346.00	.00	562,346.00	.00	.00	.00	562,346.00	0	223,500.00
4302.007			State grant and aid revenue SPK	.00	.00	.00	.00	.00	32,338.70	(32,338.70)	+++	61,251.05
4302 - State grant and aid revenue Totals				\$2,757,686.00	\$0.00	\$2,757,686.00	\$137,169.68	\$0.00	\$635,845.07	\$2,121,840.93	23%	\$2,122,983.17
Charges and fees												
4600			Charges and fees Genetic test	22,000.00	.00	22,000.00	2,431.91	.00	6,966.03	15,033.97	32	19,676.07
4600.601			Charges and fees Vital statistics	500.00	.00	500.00	40.00	.00	173.84	326.16	35	543.34
4600.603			Charges and fees Paper service	11,000.00	.00	11,000.00	1,363.54	.00	2,588.59	8,411.41	24	8,528.32
4600.604			Charges and fees Non IV-D service	4,000.00	.00	4,000.00	315.00	.00	1,120.00	2,880.00	28	3,445.00
4600 - Charges and fees Totals				\$37,500.00	\$0.00	\$37,500.00	\$4,150.45	\$0.00	\$10,848.46	\$26,651.54	29%	\$32,192.73
Sales												
4601			Sales Copy machine use	100.00	.00	100.00	100.75	.00	209.50	(109.50)	210	371.15
4601.012				\$100.00	\$0.00	\$100.00	\$100.75	\$0.00	\$209.50	(\$109.50)	210%	\$371.15
4601 - Sales Totals				\$100.00	\$0.00	\$100.00	\$100.75	\$0.00	\$209.50	(\$109.50)	210%	\$371.15
4900			Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	48.46
9002			Transfer in	.00	.00	.00	.00	.00	.00	.00	+++	5,365.82
001 - General Totals				\$3,185,627.00	\$0.00	\$3,185,627.00	\$151,697.05	\$0.00	\$688,007.71	\$2,497,619.29	22%	\$2,516,683.33
Division 017 - Child Support												
Department 001 - Child Support												
REVENUE TOTALS												
001 - Child Support Totals				\$3,185,627.00	\$0.00	\$3,185,627.00	\$151,697.05	\$0.00	\$688,007.71	\$2,497,619.29	22%	\$2,516,683.33
EXPENSE												
Department 017 - Child Support												
Division 001 - General												
Regular earnings												
5100			Regular earnings	1,464,978.00	.00	1,464,978.00	89,404.78	.00	354,293.85	1,110,684.15	24	918,379.35
5100.998			Regular earnings Budget only	(1,289.00)	.00	(1,289.00)	.00	.00	.00	(1,289.00)	0	.00
5100 - Regular earnings Totals				\$1,463,689.00	\$0.00	\$1,463,689.00	\$89,404.78	\$0.00	\$354,293.85	\$1,109,395.15	24%	\$918,379.35
Paid leave earnings												
5102												



Budget Performance Report

Fiscal Year to Date 04/30/14
Include Rollup Account and Rollup to Account

5102.100	Paid leave earnings Paid Leave	.00	.00	.00	9,138.69	.00	32,917.64	(32,917.64)	+++	109,518.80
5102.200	Paid leave earnings Personal	.00	.00	.00	779.23	.00	9,677.49	(9,677.49)	+++	16,576.59
5102.300	Paid leave earnings Casual	.00	.00	.00	1,491.94	.00	6,279.37	(6,279.37)	+++	20,676.74
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	4,492.66	(4,492.66)	+++	32,997.96
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	320.21	.00	320.21	(320.21)	+++	1,757.29
	5102 - Paid leave earnings Totals	\$0.00	\$0.00	\$0.00	\$11,730.07	\$0.00	\$53,687.37	(\$53,687.37)	+++	\$181,527.38
5103	Premium									
5103.000	Premium Overtime	.00	.00	.00	.00	.00	303.89	(303.89)	+++	404.80
5103.100	Premium Comp time premium	.00	.00	.00	122.21	.00	332.91	(332.91)	+++	11,344.03
	5103 - Premium Totals	\$0.00	\$0.00	\$0.00	\$122.21	\$0.00	\$636.80	(\$636.80)	+++	\$11,748.83
5109	Salaries reimbursement									
5109.100	Salaries reimbursement Short term disability	.00	.00	.00	.00	.00	(7,253.70)	7,253.70	+++	(15,575.18)
	5109 - Salaries reimbursement Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$7,253.70)	\$7,253.70	+++	(\$15,575.18)
5110	Fringe benefits									
5110.100	Fringe benefits FICA	107,677.00	.00	107,677.00	7,140.06	.00	29,096.30	78,580.70	27	78,842.58
5110.110	Fringe benefits Unemployment compensation	5,494.00	.00	5,494.00	349.65	.00	1,378.27	4,115.73	25	4,296.59
5110.200	Fringe benefits Health Insurance	457,989.00	.00	457,989.00	33,673.44	.00	126,176.28	331,812.72	28	329,087.24
5110.210	Fringe benefits Dental Insurance	37,971.00	.00	37,971.00	2,782.99	.00	10,685.93	27,285.07	28	26,472.32
5110.220	Fringe benefits Life Insurance	3,255.00	.00	3,255.00	121.10	.00	482.92	2,772.08	15	1,675.84
5110.230	Fringe benefits LT disability insurance	5,225.00	.00	5,225.00	362.83	.00	1,465.04	3,759.96	28	3,980.87
5110.235	Fringe benefits Disability insurance	8,862.00	.00	8,862.00	738.47	.00	2,953.88	5,908.12	33	16,242.00
5110.240	Fringe benefits Workers compensation insurance	1,605.00	.00	1,605.00	133.75	.00	535.00	1,070.00	33	249.00
5110.300	Fringe benefits Retirement	102,542.00	.00	102,542.00	6,951.14	.00	28,016.55	74,525.45	27	72,634.82
	5110 - Fringe benefits Totals	\$730,620.00	\$0.00	\$730,620.00	\$52,253.43	\$0.00	\$200,790.17	\$529,829.83	27%	\$533,481.26
5198	Fringe benefits - Budget only	203.00	.00	203.00	.00	.00	.00	203.00	0	.00
5300	Supplies									
5300	Supplies	.00	.00	.00	.00	.00	1,597.00	(1,597.00)	+++	.00
5300.001	Supplies Office	15,000.00	.00	15,000.00	416.13	.00	5,838.82	9,161.18	39	13,933.02
5300.004	Supplies Postage	27,000.00	.00	27,000.00	2,779.91	.00	9,274.62	17,725.38	34	25,797.33
	5300 - Supplies Totals	\$42,000.00	\$0.00	\$42,000.00	\$3,196.04	\$0.00	\$16,710.44	\$25,289.56	40%	\$39,730.35
5303	Copy expense	.00	.00	.00	9.00	.00	9.00	(9.00)	+++	.00
5305	Dues and memberships	2,270.00	.00	2,270.00	.00	.00	220.00	2,050.00	10	1,388.50
5306	Maintenance agreement									
5306.100	Maintenance agreement Software	6,714.00	.00	6,714.00	.00	.00	1,913.00	4,801.00	28	2,397.00
	5306 - Maintenance agreement Totals	\$6,714.00	\$0.00	\$6,714.00	\$0.00	\$0.00	\$1,913.00	\$4,801.00	28%	\$2,397.00
5307	Repairs and maintenance									
5307.100	Repairs and maintenance Equipment	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	1,454.91



Budget Performance Report

Fiscal Year to Date 04/30/14
Include Rollup Account and Rollup to Account

5307 - Repairs and maintenance Totals											
5330	Books, periodicals, subscription	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%	\$1,454.91
5340	Travel and training	600.00	.00	600.00	.00	.00	.00	416.20	183.80	69	468.99
5395	Equipment - nonoutlay	7,535.00	.00	7,535.00	.00	976.81	.00	2,064.05	5,470.95	27	2,635.90
5505	Telephone	.00	.00	.00	.00	.00	.00	.00	.00	+++	3,121.14
5505.100	Telephone cell	750.00	.00	750.00	.00	.00	.00	.00	750.00	0	.00
5505 - Telephone Totals											
5507	Other utilities	\$750.00	\$0.00	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	0%	\$0.00
5600	Indirect cost	1,200.00	.00	1,200.00	.00	.00	.00	600.00	600.00	50	1,200.00
5601	Intra-county expense	183,145.00	.00	183,145.00	.00	15,262.08	.00	61,048.32	122,096.68	33	172,665.00
5601.100	Intra-county expense Technology services	125,327.00	.00	125,327.00	.00	8,649.94	.00	38,322.70	87,004.30	31	121,444.19
5601.200	Intra-county expense Insurance	8,678.00	.00	8,678.00	.00	723.17	.00	2,892.68	5,785.32	33	6,409.00
5601.300	Intra-county expense Other departmental	389,829.00	.00	389,829.00	.00	35,183.49	.00	136,906.13	252,922.87	35	354,883.55
5601.400	Intra-county expense Copy center	2,000.00	.00	2,000.00	.00	71.50	.00	235.46	1,764.54	12	654.58
5601.450	Intra-county expense Departmental copiers	2,455.00	.00	2,455.00	.00	204.58	.00	818.32	1,636.68	33	2,338.00
5601 - Intra-county expense Totals											
5700	Contracted services	\$528,289.00	\$0.00	\$528,289.00	\$44,832.68	\$179,175.29	\$0.00	\$349,113.71	\$485,729.32	34%	\$485,729.32
5708	Professional services	153,284.00	.00	153,284.00	.00	.00	.00	21,764.67	131,519.33	14	32,588.40
5710	Paper service - legal	300.00	.00	300.00	.00	.00	.00	.00	300.00	0	346.88
5716	Legal services	35,028.00	.00	35,028.00	1,550.65	7,483.28	15,658.00	11,886.72	66	23,515.36	
5716.100	Legal services Chargebacks	500.00	.00	500.00	.00	.00	.00	500.00	0	0	.00
5716 - Legal services Totals											
5762	Med exams/autopsies/genetic test	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0%	\$0.00
5784	Interpreter services	27,000.00	.00	27,000.00	.00	.00	.00	6,085.00	20,915.00	23	22,298.00
001 - General Totals											
Division		\$3,185,627.00	\$0.00	\$3,185,627.00	\$219,337.75	\$900,148.74	\$15,658.00	\$2,269,820.26	\$2,419,699.14	29%	\$2,419,699.14
017 - Child Support Totals											
Department		\$3,185,627.00	\$0.00	\$3,185,627.00	\$219,337.75	\$900,148.74	\$15,658.00	\$2,269,820.26	\$2,419,699.14	29%	\$2,419,699.14
EXPENSE TOTALS											
Division		\$3,185,627.00	\$0.00	\$3,185,627.00	\$219,337.75	\$900,148.74	\$15,658.00	\$2,269,820.26	\$2,419,699.14	29%	\$2,419,699.14
210 - Child Support Totals											
Fund		\$3,185,627.00	\$0.00	\$3,185,627.00	\$219,337.75	\$900,148.74	\$15,658.00	\$2,269,820.26	\$2,419,699.14	29%	\$2,419,699.14
REVENUE TOTALS											
Fund		\$3,185,627.00	\$0.00	\$3,185,627.00	\$219,337.75	\$900,148.74	\$15,658.00	\$2,269,820.26	\$2,419,699.14	29%	\$2,419,699.14
EXPENSE TOTALS											
Fund		\$3,185,627.00	\$0.00	\$3,185,627.00	\$219,337.75	\$900,148.74	\$15,658.00	\$2,269,820.26	\$2,419,699.14	29%	\$2,419,699.14
Grand Totals											
REVENUE TOTALS		\$3,185,627.00	\$0.00	\$3,185,627.00	\$219,337.75	\$900,148.74	\$15,658.00	\$2,269,820.26	\$2,419,699.14	29%	\$2,419,699.14
EXPENSE TOTALS		\$3,185,627.00	\$0.00	\$3,185,627.00	\$219,337.75	\$900,148.74	\$15,658.00	\$2,269,820.26	\$2,419,699.14	29%	\$2,419,699.14

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Budget Performance Report

Fiscal Year to Date 04/30/14
Include Rollup Account and Rollup to Account

Grand Totals	\$0.00	\$0.00	\$0.00	(\$67,640.70)	(\$15,658.00)	(\$212,141.03)	\$227,799.03	\$96,984.19
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Child Support Agency Director Summary May 2014

Performance Measures Comparisons

Federal Performance Measures	Brown FFY 9/30/13	Brown YTD 4/30/13	Brown YTD 4/30/14	YTD Improvement 2013 vs 2014	State Average	Brown vs. State
Paternity Establish Rate	107.15%	100.47%	101.61%	+1.14%	98.77%	+2.84%
Court Order Rate	89.88%	89.41%	89.06%	-.35%	86.94%	+2.12%
Current Support Collection Rate	76.45%	76.41%	76.56%	+1.15%	72.88%	+3.21%
Arrears Collection Rate	68.87%	61.34%	61.90%	+.56%	58.69%	+3.21%

As of January 31, 2014	Brown County 09/30/13	Brown County As of 3/31/14	Difference 2013 vs 2014	Statewide total	Statewide % of increase
Caseload size	13,502	14,010	+508 or +3.76%	367,029.00	1.42%

Director Updates

STAFFING UPDATES

Child Support Specialist, Paternity Vacancy -vacated May 2, 2014. The Executive Committee approved filling of the vacancy at the May 12, 2014 meeting. Internal interviews were conducted May 16, 2014 and an offer will be extended the week ending May 23, 2014.

SPSK GRANT UPDATES

Curriculum—currently conducting 7th round of parenting and employment services classes which occur during the 2nd and 3rd weeks of each month from 9am-2pm in room 200. As of April 30, 2014, there are a total of 147 enrolled participants, 74 “regular” services and 73 “extra” services. Of the 73 extra services group, 29 are employed or have been employed while enrolled in the grant. Continuing case management is ongoing for any extra services enrollee at any-time they are not employed.

Partner Updates—FSC is currently recruiting for a .25% Job Developer to work with SPSK and Mr. James Morris. In the interim, Vicky from Forward Service Corp will assist James with job development endeavors.

Washington, DC (OCSE)- Maria Lasecki has received an invitation from OCSE, Division of Program Innovation, to participate in National Child Support Strategic Planning for the fiscal years of 2015-2019. This approach is new to creating the National Plan. Strategic alignment networks are being formed. These networks will be led by OCSE staff and representing will be state, tribal and select county directors. It is an honor to be able to represent the opportunities and challenges local agencies face and make a difference in how the Child Support program is administered; not only for staff but for the participants we serve.

WORK GROUP UPDATES (some groups meet regularly, others only as needed)

Team (Together Everyone Achieves More)—This group is finalizing the process flow for contempt and update the Enforcement policy manual (completed manual to be finished by December 31,

2014). Upcoming endeavors include: Warrant and Commitment orders, (streamline); How to better serve SSI and incarcerated (payers); Implement changes from the "Intake Shuffle" LEAN Kaizen event in March.

Website –New templates, content and design discussion continue. Website progress continues.

Scanning (a/k/a Laserfiche) –

- Bulk scanning completed thru first names beginning with "J" and last names ending in Se.
- Clerk I has been helping move documents to the appropriate "bucket" once case has been bulk scanned. This allows the individual who is scanning to focus on the task instead of moving the documents.
- **A reminder:** this project will have been completed with NO ADDITIONAL resources having been allocated. Present staff assumed duties to accomplish goal-a huge undertaking for which they can be very proud!

Clean Team–rotation schedule is being developed to address cleaning needs in the agency.

WOW– meeting regularly with administrative staff regarding assigned duties for each unit to maximize staff time, avoid duplication of responsibilities and streamline workflow

Shooting for the Stars–outreach planning still occurring

W: Drive – The W:drive is almost complete in clean up and organization. Members plan to update what is already finished for the agency manual at their scheduled June 9, 2014 meeting.

Fun- Shine– Committee members have organized a birthday potluck on May 21, for employees in the agency who had a birthday during the second quarter of 2014. Menu includes hamburgers, hot dogs and all the fix in's. Birthday cake will also be provided. Members also sold \$2.00 smoothies for breakfast on May 5, 2014.

LEAN UPDATES & HAPPENINGS

The T.E.A.M work-group continues to conduct unsolicited Value Stream Maps when vetting out current processes. This is proof positive; the LEAN culture is changing the way we do business.

Director, Maria Lasecki facilitated a LEAN Kaizen at the Communications Center on May 20 and 21, 2014.

Department personnel, Laura Kowols, Brad Gajeski, Amy Vannieuwenhoven and Maria Lasecki attended facilitator training on May 13th.

Brown County
County Treasurer
Budget Status Report
1/31/2014

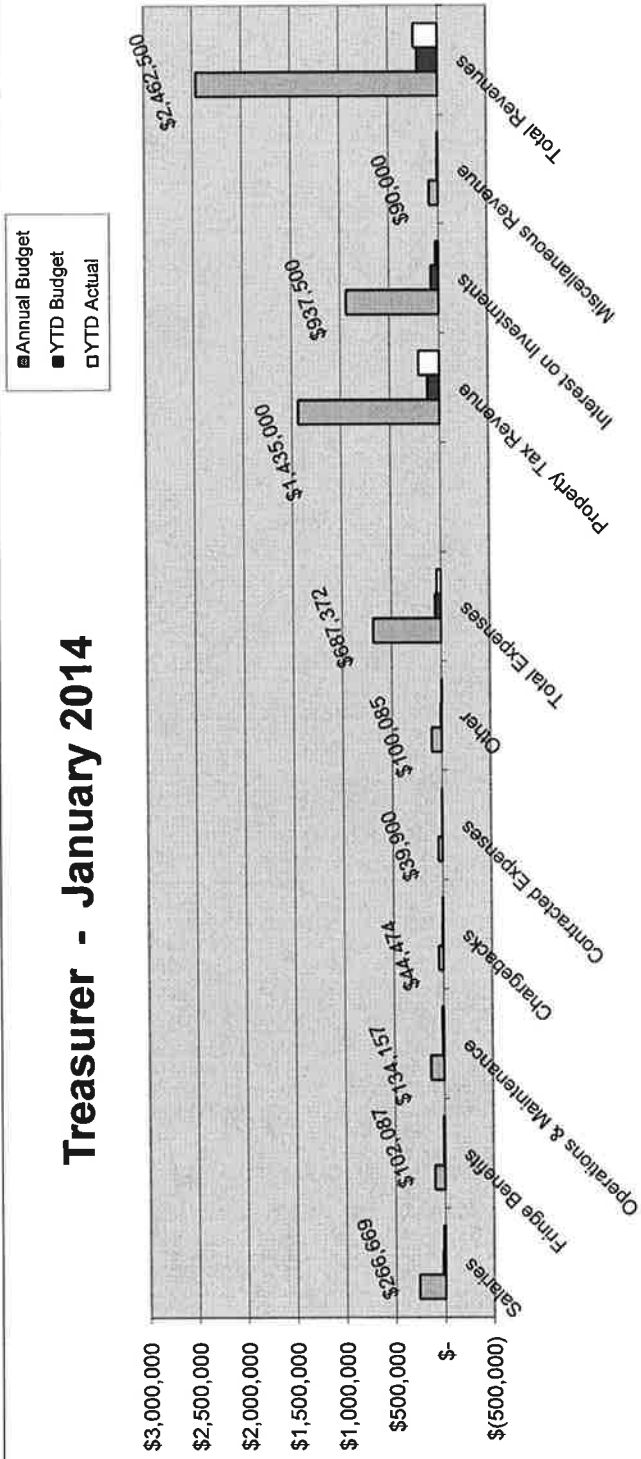
	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 266,669	\$ 22,222	\$ 14,295
Fringe Benefits	\$ 102,087	\$ 8,507	\$ 7,272
Operations & Maintenance	\$ 134,157	\$ 11,180	\$ 14,503
Chargebacks	\$ 44,474	\$ 3,706	\$ 3,252
Contracted Expenses	\$ 39,900	\$ 3,325	\$ 2,781
Other	\$ 100,085	\$ 8,340	\$ (1,597)
Total Expenses	\$ 687,372	\$ 57,281	\$ 40,507
Property Tax Revenue	\$ 1,435,000	\$ 119,583	\$ 209,969
Interest on Investments	\$ 937,500	\$ 78,125	\$ 27,536
Miscellaneous Revenue	\$ 90,000	\$ 7,500	\$ 5,793
Total Revenues	\$ 2,462,500	\$ 205,208	\$ 243,298
Net Levy Distribution	\$ 1,775,128	\$ 147,927	\$ 202,790

Please Note:

The positive budget variance for the month of January was primarily due to higher than anticipated interest and penalty revenue from delinquent tax collections.

\$ 54,863 POSITIVE BUDGET VAR

Treasurer - January 2014





Budget Performance Report

Date Range 01/01/14 - 01/31/14

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF										
REVENUE										
4100	General property taxes	(1,775,128.00)	.00	(1,775,128.00)	(147,927.33)	.00	(147,927.33)	(1,627,200.67)	8	.00
4108	Interest on taxes	975,000.00	.00	975,000.00	136,647.17	.00	136,647.17	838,352.83	14	.00
4109	Penalties on taxes	410,000.00	.00	410,000.00	68,059.94	.00	68,059.94	341,940.06	17	.00
4110	Penalties on special assessments	50,000.00	.00	50,000.00	5,261.71	.00	5,261.71	44,738.29	11	.00
4700	Intergovt charges	70,000.00	.00	70,000.00	5,580.83	.00	5,580.83	64,419.17	8	.00
4900	Miscellaneous	30,000.00	.00	30,000.00	212.20	.00	212.20	29,787.80	1	.00
4905	Interest	937,500.00	.00	937,500.00	27,535.68	.00	27,535.68	909,964.32	3	.00
4960	Gain or Loss on Sale - Tax Deeds	(10,000.00)	.00	(10,000.00)	.00	.00	.00	(10,000.00)	0	.00
REVENUE TOTALS		\$687,372.00	\$0.00	\$687,372.00	\$95,370.20	\$0.00	\$95,370.20	\$592,001.80	14%	\$0.00
EXPENSE										
5100 - Regular earnings										
5100	Regular earnings	259,729.00	.00	259,729.00	13,379.12	.00	13,379.12	246,349.88	5	.00
5100.998	Regular earnings Budget only	4,238.00	.00	4,238.00	.00	.00	.00	4,238.00	0	.00
5100 - Regular earnings Totals		\$263,967.00	\$0.00	\$263,967.00	\$13,379.12	\$0.00	\$13,379.12	\$250,587.88	5%	\$0.00
5102 - Paid leave earnings										
5102	Paid leave earnings	.00	.00	.00	238.99	.00	238.99	(238.99)	+++	.00
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	677.11	.00	677.11	(677.11)	+++	.00
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102 - Paid leave earnings Totals		\$0.00	\$0.00	\$0.00	\$916.10	\$0.00	\$916.10	(\$916.10)	+++	\$0.00
5103 - Premium										
5103	Premium	2,702.00	.00	2,702.00	.00	.00	.00	2,702.00	0	.00
5103.000	Premium Overtime	\$2,702.00	\$0.00	\$2,702.00	\$0.00	\$0.00	\$0.00	\$2,702.00	0%	\$0.00
5103 - Premium Totals		\$2,702.00	\$0.00	\$2,702.00	\$0.00	\$0.00	\$0.00	\$2,702.00	0%	\$0.00
5110 - Fringe benefits										
5110	Fringe benefits FICA	19,289.00	.00	19,289.00	1,048.49	.00	1,048.49	18,240.51	5	.00
5110.100	Fringe benefits Unemployment compensation	725.00	.00	725.00	31.98	.00	31.98	693.02	4	.00
5110.200	Fringe benefits Health Insurance	54,275.00	.00	54,275.00	4,562.80	.00	4,562.80	49,712.20	8	.00
5110.210	Fringe benefits Dental Insurance	5,231.00	.00	5,231.00	435.82	.00	435.82	4,795.18	8	.00
5110.220	Fringe benefits Life Insurance	441.00	.00	441.00	88.06	.00	88.06	352.94	20	.00
5110.230	Fringe benefits LT disability insurance	924.00	.00	924.00	77.61	.00	77.61	846.39	8	.00
5110.235	Fringe benefits Disability insurance	1,901.00	.00	1,901.00	158.41	.00	158.41	1,742.59	8	.00
5110.240	Fringe benefits Workers compensation insurance	286.00	.00	286.00	23.83	.00	23.83	262.17	8	.00
5110.300	Fringe benefits Retirement	17,785.00	.00	17,785.00	844.66	.00	844.66	16,940.34	5	.00
5110 - Fringe benefits Totals		\$100,857.00	\$0.00	\$100,857.00	\$7,271.66	\$0.00	\$7,271.66	\$93,585.34	7%	\$0.00
5198	Fringe benefits - Budget only	1,230.00	.00	1,230.00	.00	.00	.00	1,230.00	0	.00
5300 - Supplies										
5300	Supplies	3,250.00	.00	3,250.00	.00	.00	.00	3,250.00	0	.00
5300.001	Supplies Office	7,450.00	.00	7,450.00	1,773.60	.00	1,773.60	5,676.40	24	.00
5300.004	Supplies Postage	47,500.00	.00	47,500.00	5,565.58	.00	5,565.58	41,934.42	12	.00
5300 - Supplies Totals		\$58,200.00	\$0.00	\$58,200.00	\$7,339.18	\$0.00	\$7,339.18	\$50,860.82	13%	\$0.00



Budget Performance Report

Date Range 01/01/14 - 01/31/14
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF										
EXPENSE										
5304	Printing									
5304.100	Printing Forms	14,850.00	.00	14,850.00	588.60	.00	588.60	14,261.40	4	.00
	5304 - Printing Totals	\$14,850.00	\$0.00	\$14,850.00	\$588.60	\$0.00	\$588.60	\$14,261.40	4%	\$0.00
5305	Dues and memberships	100.00	.00	100.00	100.00	.00	100.00	.00	100	.00
5306	Maintenance agreement									
5306.100	Maintenance agreement Software	4,300.00	.00	4,300.00	195.00	.00	195.00	4,105.00	5	.00
	5306 - Maintenance agreement Totals	\$4,300.00	\$0.00	\$4,300.00	\$195.00	\$0.00	\$195.00	\$4,105.00	5%	\$0.00
5307	Repairs and maintenance									
5307.100	Repairs and maintenance Equipment	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
	5307 - Repairs and maintenance Totals	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0%	\$0.00
5310	Advertising and public notice	5,250.00	.00	5,250.00	.00	.00	.00	5,250.00	0	.00
5330	Books, periodicals, subscription	131.00	.00	131.00	.00	.00	.00	131.00	0	.00
5340	Travel and training	1,505.00	.00	1,505.00	75.00	.00	75.00	1,430.00	5	.00
5390	Miscellaneous	2,600.00	.00	2,600.00	578.00	.00	578.00	2,022.00	22	.00
5392	Service fees	45,000.00	.00	45,000.00	4,906.70	.00	4,906.70	40,093.30	11	.00
5410	Insurance									
5410.400	Insurance Bond	721.00	.00	721.00	721.00	.00	721.00	.00	100	.00
	5410 - Insurance Totals	\$721.00	\$0.00	\$721.00	\$721.00	\$0.00	\$721.00	\$0.00	100%	\$0.00
5601	Intra-county expense									
5601.100	Intra-county expense Technology services	36,471.00	.00	36,471.00	3,082.53	.00	3,082.53	33,388.47	8	.00
5601.200	Intra-county expense Insurance	1,906.00	.00	1,906.00	158.83	.00	158.83	1,747.17	8	.00
5601.300	Intra-county expense Other departmental	450.00	.00	450.00	.00	.00	.00	450.00	0	.00
5601.350	Intra-county expense Highway	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	.00
5601.400	Intra-county expense Copy center	2,018.00	.00	2,018.00	.00	.00	.00	2,018.00	0	.00
5601.450	Intra-county expense Departmental copiers	129.00	.00	129.00	10.75	.00	10.75	118.25	8	.00
	5601 - Intra-county expense Totals	\$44,474.00	\$0.00	\$44,474.00	\$3,252.11	\$0.00	\$3,252.11	\$41,221.89	7%	\$0.00
5700	Contracted services	39,900.00	.00	39,900.00	2,781.25	.00	2,781.25	37,118.75	7	.00
5810	Tax deed	34,800.00	.00	34,800.00	36.96	.00	36.96	34,763.04	0	.00
5815	Tax refund									
5815.100	Tax refund Personal property	35,000.00	.00	35,000.00	(1,633.52)	.00	(1,633.52)	36,633.52	-5	.00
5815.110	Tax refund Real estate property	7,500.00	.00	7,500.00	.00	.00	.00	7,500.00	0	.00
	5815 - Tax refund Totals	\$42,500.00	\$0.00	\$42,500.00	(\$1,633.52)	\$0.00	(\$1,633.52)	\$44,133.52	-4%	\$0.00
5887	Payment in lieu of taxes	12,785.00	.00	12,785.00	.00	.00	.00	12,785.00	0	.00
6110	Outlay									
6110.020	Outlay Equipment (\$5,000+)	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00
	6110 - Outlay Totals	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0%	\$0.00
	EXPENSE TOTALS	\$687,372.00	\$0.00	\$687,372.00	\$40,507.16	\$0.00	\$40,507.16	\$646,864.84	6%	\$0.00

Fund 100 - GF Totals



Budget Performance Report

Date Range 01/01/14 - 01/31/14

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
	REVENUE TOTALS	687,372.00	.00	687,372.00	95,370.20	.00	.00	95,370.20	592,001.80	14	.00
	EXPENSE TOTALS	687,372.00	.00	687,372.00	40,507.16	.00	.00	40,507.16	646,864.84	6	.00
Fund	100 - GF Totals	\$0.00	\$0.00	\$0.00	\$54,863.04	\$0.00	\$0.00	\$54,863.04	(\$54,863.04)		\$0.00
	Grand Totals										
	REVENUE TOTALS	687,372.00	.00	687,372.00	95,370.20	.00	.00	95,370.20	592,001.80	14	.00
	EXPENSE TOTALS	687,372.00	.00	687,372.00	40,507.16	.00	.00	40,507.16	646,864.84	6	.00
	Grand Totals	\$0.00	\$0.00	\$0.00	\$54,863.04	\$0.00	\$0.00	\$54,863.04	(\$54,863.04)		\$0.00

Brown County
County Treasurer
Budget Status Report
2/28/2014

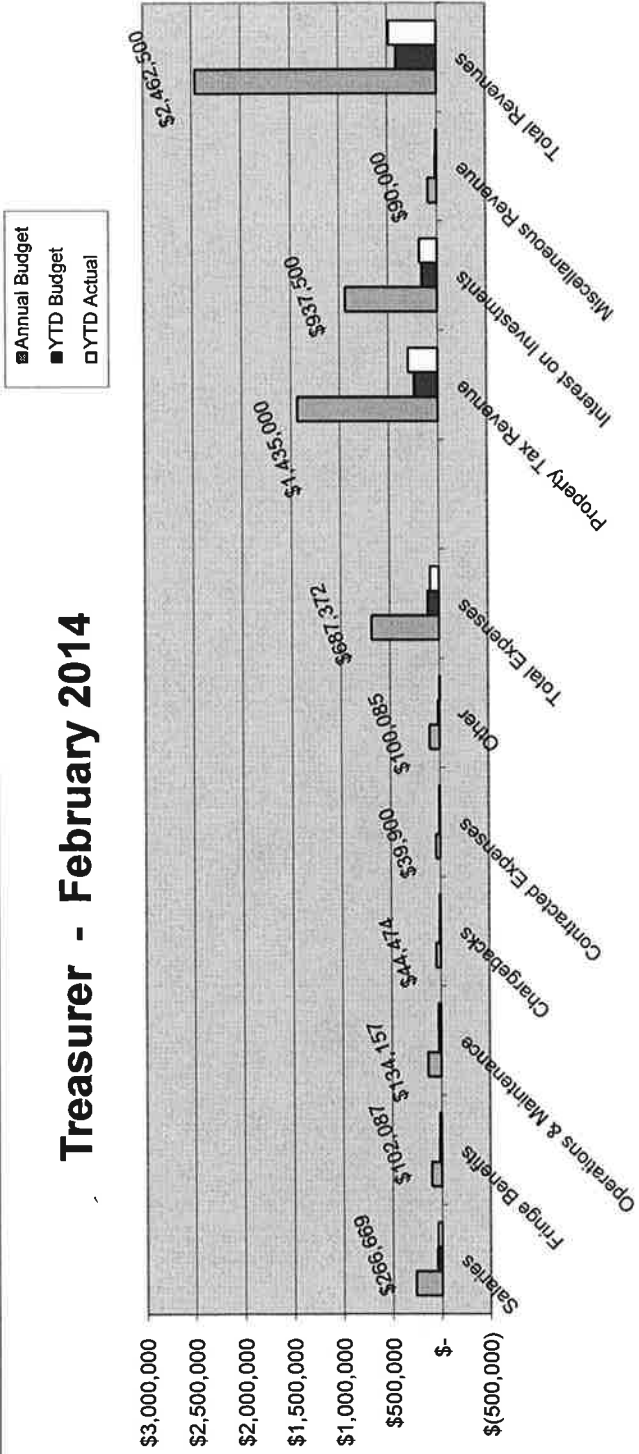
	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 266,669	\$ 44,445	\$ 37,120
Fringe Benefits	\$ 102,087	\$ 17,015	\$ 15,753
Operations & Maintenance	\$ 134,157	\$ 22,360	\$ 25,400
Chargebacks	\$ 44,474	\$ 7,412	\$ 6,180
Contracted Expenses	\$ 39,900	\$ 6,650	\$ 5,211
Other	\$ 100,085	\$ 16,681	\$ (1,315)
Total Expenses	\$ 687,372	\$ 114,562	\$ 88,349
Property Tax Revenue	\$ 1,435,000	\$ 239,167	\$ 297,543
Interest on Investments	\$ 937,500	\$ 156,250	\$ 178,427
Miscellaneous Revenue	\$ 90,000	\$ 15,000	\$ 7,696
Total Revenues	\$ 2,462,500	\$ 410,417	\$ 483,666
Net Levy Distribution	\$ 1,775,128	\$ 295,855	\$ 395,317

Please Note:

The positive budget variance for the two month period ending in February was primarily due to higher than anticipated interest and penalty revenue from delinquent tax collections.

\$ 99,463 POSITIVE BUDGET VAR

Treasurer - February 2014





Budget Performance Report

Date Range 01/01/14 - 02/28/14

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF											
REVENUE											
4100	General property taxes	(1,775,128.00)	.00	(1,775,128.00)	(147,927.33)	.00	(295,854.66)	(1,479,273.34)	17	.00	.00
4108	Interest on taxes	975,000.00	.00	975,000.00	62,695.80	.00	199,342.97	775,657.03	20	.00	.00
4109	Penalties on taxes	410,000.00	.00	410,000.00	22,323.69	.00	90,383.63	319,616.37	22	.00	.00
4110	Penalties on special assessments	50,000.00	.00	50,000.00	2,555.02	.00	7,816.73	42,183.27	16	.00	.00
4700	Intergovt charges	70,000.00	.00	70,000.00	1,427.90	.00	7,008.73	62,991.27	10	.00	.00
4900	Miscellaneous	30,000.00	.00	30,000.00	475.00	.00	687.20	29,312.80	2	.00	.00
4905	Interest	937,500.00	.00	937,500.00	150,891.29	.00	178,426.97	759,073.03	19	.00	.00
4960	Gain or Loss on Sale - Tax Deeds	(10,000.00)	.00	(10,000.00)	.00	.00	.00	(10,000.00)	0	.00	.00
REVENUE TOTALS		\$687,372.00	\$0.00	\$687,372.00	\$92,441.37	\$0.00	\$187,811.57	\$499,560.43	27%		\$0.00
EXPENSE											
5100 - Regular earnings											
5100	Regular earnings	259,729.00	.00	259,729.00	22,150.21	.00	35,529.33	224,199.67	14	.00	.00
5100.998	Regular earnings Budget only	4,238.00	.00	4,238.00	.00	.00	.00	4,238.00	0	.00	.00
5100 - Regular earnings Totals		\$263,967.00	\$0.00	\$263,967.00	\$22,150.21	\$0.00	\$35,529.33	\$228,437.67	13%		\$0.00
5102 - Paid leave earnings											
5102	Paid leave earnings	.00	.00	.00	372.83	.00	611.82	(611.82)	+++	.00	.00
5102.100	Paid leave earnings Personal	.00	.00	.00	258.81	.00	258.81	(258.81)	+++	.00	.00
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	677.11	(677.11)	+++	.00	.00
5102 - Paid leave earnings Totals		\$0.00	\$0.00	\$0.00	\$631.64	\$0.00	\$1,547.74	(\$1,547.74)	+++		\$0.00
5103 - Premium											
5103.000	Premium Overtime	2,702.00	.00	2,702.00	42.90	.00	42.90	2,659.10	2	.00	.00
5103 - Premium Totals		\$2,702.00	\$0.00	\$2,702.00	\$42.90	\$0.00	\$42.90	\$2,659.10	2%		\$0.00
5110 - Fringe benefits											
5110	Fringe benefits FICA	19,289.00	.00	19,289.00	1,646.69	.00	2,695.18	16,593.82	14	.00	.00
5110.110	Fringe benefits Unemployment compensation	725.00	.00	725.00	60.93	.00	92.91	632.09	13	.00	.00
5110.200	Fringe benefits Health Insurance	54,275.00	.00	54,275.00	4,562.80	.00	9,125.60	45,149.40	17	.00	.00
5110.210	Fringe benefits Dental Insurance	5,231.00	.00	5,231.00	435.82	.00	871.64	4,359.36	17	.00	.00
5110.220	Fringe benefits Life Insurance	441.00	.00	441.00	88.06	.00	176.12	264.88	40	.00	.00
5110.230	Fringe benefits LT disability insurance	924.00	.00	924.00	77.61	.00	155.22	768.78	17	.00	.00
5110.235	Fringe benefits Disability insurance	1,901.00	.00	1,901.00	158.41	.00	316.82	1,584.18	17	.00	.00
5110.240	Fringe benefits Workers compensation insurance	286.00	.00	286.00	23.83	.00	47.66	238.34	17	.00	.00
5110.300	Fringe benefits Retirement	17,785.00	.00	17,785.00	1,427.65	.00	2,272.31	15,512.69	13	.00	.00
5110 - Fringe benefits Totals		\$100,857.00	\$0.00	\$100,857.00	\$8,481.80	\$0.00	\$15,753.46	\$85,103.54	16%		\$0.00
5198	Fringe benefits - Budget only	1,230.00	.00	1,230.00	.00	.00	.00	1,230.00	0	.00	.00
5300 - Supplies											
5300	Supplies	3,250.00	.00	3,250.00	.00	.00	.00	3,250.00	0	.00	.00
5300.001	Supplies Office	7,450.00	.00	7,450.00	544.71	.00	2,318.31	5,131.69	31	.00	.00
5300.004	Supplies Postage	47,500.00	.00	47,500.00	4,416.24	.00	9,981.82	37,518.18	21	.00	.00
5300 - Supplies Totals		\$58,200.00	\$0.00	\$58,200.00	\$4,960.95	\$0.00	\$12,300.13	\$45,899.87	21%		\$0.00



Budget Performance Report

Date Range 01/01/14 - 02/28/14
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF											
EXPENSE											
5304	Printing										
5304.100	Printing Forms	14,850.00	.00	14,850.00	.00	.00	588.60	14,261.40	4	.00	.00
	5304 - Printing Totals	\$14,850.00	\$0.00	\$14,850.00	\$0.00	\$0.00	\$588.60	\$14,261.40	4%	\$0.00	\$0.00
5305	Dues and memberships	100.00	.00	100.00	.00	.00	100.00	.00	100	.00	.00
5306	Maintenance agreement										
5306.100	Maintenance agreement Software	4,300.00	.00	4,300.00	195.00	.00	390.00	3,910.00	9	.00	.00
	5306 - Maintenance agreement Totals	\$4,300.00	\$0.00	\$4,300.00	\$195.00	\$0.00	\$390.00	\$3,910.00	9%	\$0.00	\$0.00
5307	Repairs and maintenance										
5307.100	Repairs and maintenance Equipment	1,500.00	.00	1,500.00	160.00	.00	160.00	1,340.00	11	.00	.00
	5307 - Repairs and maintenance Totals	\$1,500.00	\$0.00	\$1,500.00	\$160.00	\$0.00	\$160.00	\$1,340.00	11%	\$0.00	\$0.00
5310	Advertising and public notice	5,250.00	.00	5,250.00	485.16	.00	485.16	4,764.84	9	.00	.00
5330	Books, periodicals, subscription	131.00	.00	131.00	.00	.00	.00	131.00	0	.00	.00
5340	Travel and training	1,505.00	.00	1,505.00	.00	.00	75.00	1,430.00	5	.00	.00
5390	Miscellaneous	2,600.00	.00	2,600.00	.00	.00	578.00	2,022.00	22	.00	.00
5392	Service fees	45,000.00	.00	45,000.00	5,095.09	.00	10,001.79	34,998.21	22	.00	.00
5410	Insurance										
5410.400	Insurance Bond	721.00	.00	721.00	.00	.00	721.00	.00	100	.00	.00
	5410 - Insurance Totals	\$721.00	\$0.00	\$721.00	\$0.00	\$0.00	\$721.00	\$0.00	100%	\$0.00	\$0.00
5601	Intra-county expense										
5601.100	Intra-county expense Technology services	36,471.00	.00	36,471.00	2,757.91	.00	5,840.44	30,630.56	16	.00	.00
5601.200	Intra-county expense Insurance	1,906.00	.00	1,906.00	158.83	.00	317.66	1,588.34	17	.00	.00
5601.300	Intra-county expense Other departmental	450.00	.00	450.00	.00	.00	.00	450.00	0	.00	.00
5601.350	Intra-county expense Highway	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	.00	.00
5601.400	Intra-county expense Copy center	2,018.00	.00	2,018.00	.00	.00	.00	2,018.00	0	.00	.00
5601.450	Intra-county expense Departmental copiers	129.00	.00	129.00	10.75	.00	21.50	107.50	17	.00	.00
	5601 - Intra-county expense Totals	\$44,474.00	\$0.00	\$44,474.00	\$2,927.49	\$0.00	\$6,179.60	\$38,294.40	14%	\$0.00	\$0.00
5700	Contracted services	39,900.00	.00	39,900.00	2,429.46	.00	5,210.71	34,689.29	13	.00	.00
5810	Tax deed	34,800.00	.00	34,800.00	(87.05)	.00	(50.09)	34,850.09	0	.00	.00
5815	Tax refund										
5815.100	Tax refund Personal property	35,000.00	.00	35,000.00	.00	.00	(1,633.52)	36,633.52	-5	.00	.00
5815.110	Tax refund Real estate property	7,500.00	.00	7,500.00	368.94	.00	368.94	7,131.06	5	.00	.00
	5815 - Tax refund Totals	\$42,500.00	\$0.00	\$42,500.00	\$368.94	\$0.00	(\$1,264.58)	\$43,764.58	-3%	\$0.00	\$0.00
5887	Payment in lieu of taxes	12,785.00	.00	12,785.00	.00	.00	.00	12,785.00	0	.00	.00
6110	Outlay										
6110.020	Outlay Equipment (\$5,000+)	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00	.00
	6110 - Outlay Totals	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0%	\$0.00	\$0.00
	EXPENSE TOTALS	\$687,372.00	\$0.00	\$687,372.00	\$47,841.59	\$0.00	\$88,348.75	\$599,023.25	13%	\$0.00	\$0.00
Fund 100 - GF Totals											



Budget Performance Report

Date Range 01/01/14 - 02/28/14

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF Totals	REVENUE TOTALS	687,372.00	.00	687,372.00	92,441.37	.00	187,811.57	499,560.43	27	.00
	EXPENSE TOTALS	687,372.00	.00	687,372.00	47,841.59	.00	88,348.75	599,023.25	13	.00
		\$0.00	\$0.00	\$0.00	\$44,599.78	\$0.00	\$99,462.82	(\$99,462.82)		\$0.00
	Grand Totals									
Grand Totals	REVENUE TOTALS	687,372.00	.00	687,372.00	92,441.37	.00	187,811.57	499,560.43	27	.00
	EXPENSE TOTALS	687,372.00	.00	687,372.00	47,841.59	.00	88,348.75	599,023.25	13	.00
		\$0.00	\$0.00	\$0.00	\$44,599.78	\$0.00	\$99,462.82	(\$99,462.82)		\$0.00
	Grand Totals									

Brown County
County Treasurer
Budget Status Report
3/31/2014

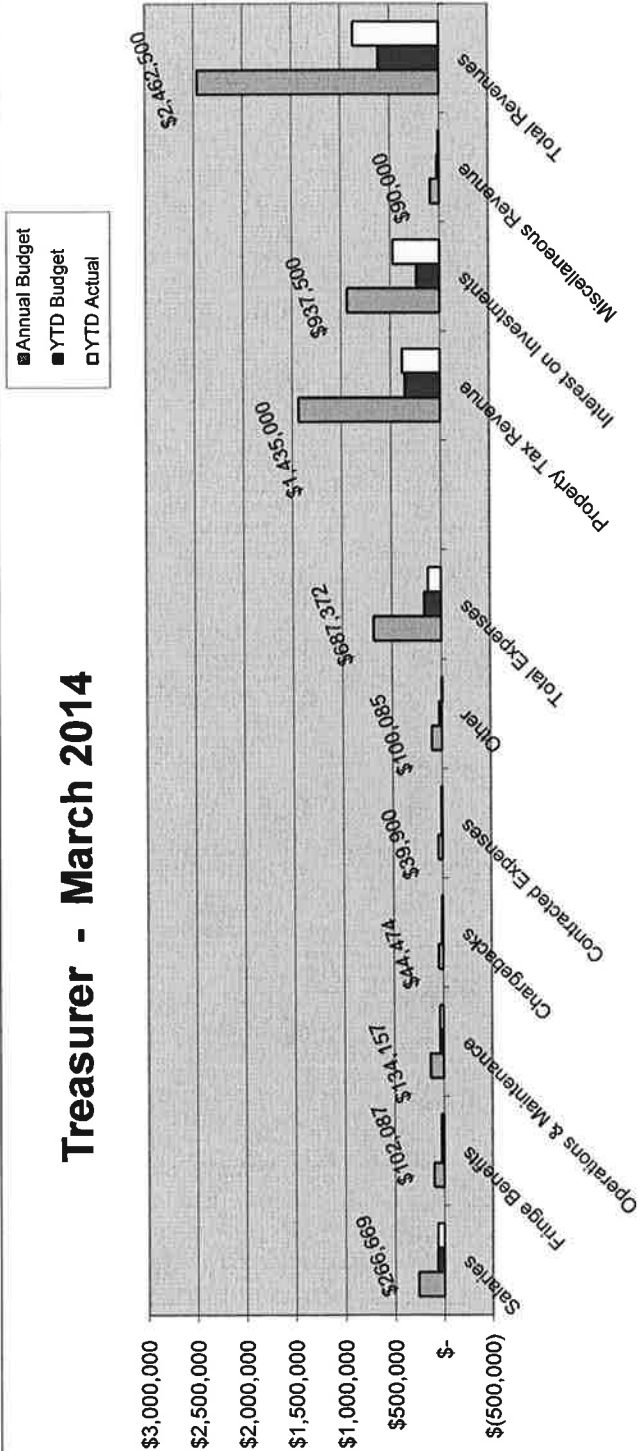
	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 266,669	\$ 66,667	\$ 63,579
Fringe Benefits	\$ 102,087	\$ 25,522	\$ 24,906
Operations & Maintenance	\$ 134,157	\$ 33,539	\$ 33,922
Chargebacks	\$ 44,474	\$ 11,119	\$ 9,145
Contracted Expenses	\$ 39,900	\$ 9,975	\$ 7,714
Other	\$ 100,085	\$ 25,021	\$ (7,506)
Total Expenses	\$ 687,372	\$ 171,843	\$ 131,760
Property Tax Revenue	\$ 1,435,000	\$ 358,750	\$ 385,055
Interest on Investments	\$ 937,500	\$ 234,375	\$ 472,344
Miscellaneous Revenue	\$ 90,000	\$ 22,500	\$ 9,719
Total Revenues	\$ 2,462,500	\$ 615,625	\$ 867,119
Net Levy Distribution	\$ 1,775,128	\$ 443,782	\$ 735,359

Please Note:

The positive budget variance for the first quarter of 2014 was primarily due to higher interest revenue from investments as the result of a \$216k market value adjustment. As interest rates fell during the period, the value of our bond portfolio increased. Excluding this adjustment, there would be a positive variance of \$76k year-to-date.

\$ 291,577 POSITIVE BUDGET VAR

Treasurer - March 2014





Budget Performance Report

Date Range 01/01/14 - 03/31/14

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF											
REVENUE											
4100	General property taxes	(1,775,128.00)	.00	(1,775,128.00)	(147,927.33)	.00	(443,781.99)	(1,331,346.01)	25	.00	.00
4108	Interest on taxes	975,000.00	.00	975,000.00	63,929.52	.00	263,272.49	711,727.51	27	.00	.00
4109	Penalties on taxes	410,000.00	.00	410,000.00	20,282.46	.00	110,666.09	299,333.91	27	.00	.00
4110	Penalties on special assessments	50,000.00	.00	50,000.00	3,300.01	.00	11,116.74	38,883.26	22	.00	.00
4700	Intergovt charges	70,000.00	.00	70,000.00	1,592.03	.00	8,600.76	61,399.24	12	.00	.00
4900	Miscellaneous	30,000.00	.00	30,000.00	431.29	.00	1,118.49	28,881.51	4	.00	.00
4905	Interest	937,500.00	.00	937,500.00	293,917.27	.00	472,344.24	465,155.76	50	.00	.00
4960	Gain or Loss on Sale - Tax Deeds	(10,000.00)	.00	(10,000.00)	.00	.00	.00	(10,000.00)	0	.00	.00
REVENUE TOTALS		\$687,372.00	\$0.00	\$687,372.00	\$235,525.25	\$0.00	\$423,336.82	\$264,035.18	62%		\$0.00
EXPENSE											
5100 - Regular earnings											
5100	Regular earnings	259,729.00	.00	259,729.00	25,492.20	.00	61,021.53	198,707.47	23	.00	.00
5100.998	Regular earnings Budget only	4,238.00	.00	4,238.00	.00	.00	.00	4,238.00	0	.00	.00
5100 - Regular earnings Totals		\$263,967.00	\$0.00	\$263,967.00	\$25,492.20	\$0.00	\$61,021.53	\$202,945.47	23%		\$0.00
5102 - Paid leave earnings											
5102	Paid leave earnings	.00	.00	.00	659.60	.00	1,271.42	(1,271.42)	+++	.00	.00
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	307.00	.00	565.81	(565.81)	+++	.00	.00
5102.200	Paid leave earnings Personal	.00	.00	.00	.00	.00	677.11	(677.11)	+++	.00	.00
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	.00	.00	+++	.00	.00
5102 - Paid leave earnings Totals		\$0.00	\$0.00	\$0.00	\$666.60	\$0.00	\$2,514.34	(\$2,514.34)	+++		\$0.00
5103 - Premium											
5103	Premium Overtime	2,702.00	.00	2,702.00	.00	.00	42.90	2,659.10	2	.00	.00
5103.000	Premium Overtime	\$2,702.00	\$0.00	\$2,702.00	\$0.00	\$0.00	\$42.90	\$2,659.10	2%	\$0.00	\$0.00
5103 - Premium Totals		\$2,702.00	\$0.00	\$2,702.00	\$0.00	\$0.00	\$42.90	\$2,659.10	2%		\$0.00
5110 - Fringe benefits											
5110	Fringe benefits FICA	19,289.00	.00	19,289.00	1,901.93	.00	4,597.11	14,691.89	24	.00	.00
5110.100	Fringe benefits Unemployment compensation	725.00	.00	725.00	73.29	.00	166.20	558.80	23	.00	.00
5110.200	Fringe benefits Health Insurance	54,275.00	.00	54,275.00	4,562.80	.00	13,688.40	40,586.60	25	.00	.00
5110.210	Fringe benefits Dental Insurance	5,231.00	.00	5,231.00	435.82	.00	1,307.46	3,923.54	25	.00	.00
5110.220	Fringe benefits Life Insurance	441.00	.00	441.00	48.35	.00	224.47	216.53	51	.00	.00
5110.230	Fringe benefits LT disability insurance	924.00	.00	924.00	55.76	.00	210.98	713.02	23	.00	.00
5110.235	Fringe benefits Disability insurance	1,901.00	.00	1,901.00	158.41	.00	475.23	1,425.77	25	.00	.00
5110.240	Fringe benefits Workers compensation insurance	286.00	.00	286.00	23.83	.00	71.49	214.51	25	.00	.00
5110.300	Fringe benefits Retirement	17,785.00	.00	17,785.00	1,891.90	.00	4,164.21	13,620.79	23	.00	.00
5110 - Fringe benefits Totals		\$100,857.00	\$0.00	\$100,857.00	\$9,152.09	\$0.00	\$24,905.55	\$75,951.45	25%		\$0.00
5198	Fringe benefits - Budget only	1,230.00	.00	1,230.00	.00	.00	.00	1,230.00	0	.00	.00
5300 - Supplies											
5300	Supplies	3,250.00	.00	3,250.00	787.90	.00	787.90	2,462.10	24	.00	.00
5300.001	Supplies Office	7,450.00	.00	7,450.00	97.00	.00	2,415.31	5,034.69	32	.00	.00
5300.004	Supplies Postage	47,500.00	.00	47,500.00	969.13	.00	10,950.95	36,549.05	23	.00	.00
5300 - Supplies Totals		\$58,200.00	\$0.00	\$58,200.00	\$1,854.03	\$0.00	\$14,154.16	\$44,045.84	24%		\$0.00



Budget Performance Report

Date Range 01/01/14 - 03/31/14
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF											
EXPENSE											
5304	Printing										
5304.100	Printing Forms	14,850.00	.00	14,850.00	1,846.70	.00	2,435.30	12,414.70	16	.00	.00
	5304 - Printing Totals	\$14,850.00	\$0.00	\$14,850.00	\$1,846.70	\$0.00	\$2,435.30	\$12,414.70	16%	\$0.00	\$0.00
5305	Dues and memberships	100.00	.00	100.00	.00	.00	100.00	.00	100	.00	.00
5306	Maintenance agreement										
5306.100	Maintenance agreement Software	4,300.00	.00	4,300.00	195.00	.00	585.00	3,715.00	14	.00	.00
	5306 - Maintenance agreement Totals	\$4,300.00	\$0.00	\$4,300.00	\$195.00	\$0.00	\$585.00	\$3,715.00	14%	\$0.00	\$0.00
5307	Repairs and maintenance										
5307.100	Repairs and maintenance Equipment	1,500.00	.00	1,500.00	280.00	.00	440.00	1,060.00	29	.00	.00
	5307 - Repairs and maintenance Totals	\$1,500.00	\$0.00	\$1,500.00	\$280.00	\$0.00	\$440.00	\$1,060.00	29%	\$0.00	\$0.00
5310	Advertising and public notice	5,250.00	.00	5,250.00	.00	.00	485.16	4,764.84	9	.00	.00
5330	Books, periodicals, subscription	131.00	.00	131.00	.00	.00	.00	131.00	0	.00	.00
5340	Travel and training	1,505.00	.00	1,505.00	195.44	.00	270.44	1,234.56	18	.00	.00
5390	Miscellaneous	2,600.00	.00	2,600.00	50.00	.00	628.00	1,972.00	24	.00	.00
5392	Service fees	45,000.00	.00	45,000.00	4,101.09	.00	14,102.88	30,897.12	31	.00	.00
5410	Insurance										
5410.400	Insurance Bond	721.00	.00	721.00	.00	.00	721.00	.00	100	.00	.00
	5410 - Insurance Totals	\$721.00	\$0.00	\$721.00	\$0.00	\$0.00	\$721.00	\$0.00	100%	\$0.00	\$0.00
5601	Intra-county expense										
5601.100	Intra-county expense Technology services	36,471.00	.00	36,471.00	2,766.31	.00	8,606.75	27,864.25	24	.00	.00
5601.200	Intra-county expense Insurance	1,906.00	.00	1,906.00	158.83	.00	476.49	1,429.51	25	.00	.00
5601.300	Intra-county expense Other departmental	450.00	.00	450.00	30.00	.00	30.00	420.00	7	.00	.00
5601.350	Intra-county expense Highway	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	.00	.00
5601.400	Intra-county expense Copy center	2,018.00	.00	2,018.00	.00	.00	.00	2,018.00	0	.00	.00
5601.450	Intra-county expense Departmental copiers	129.00	.00	129.00	10.75	.00	32.25	96.75	25	.00	.00
	5601 - Intra-county expense Totals	\$44,474.00	\$0.00	\$44,474.00	\$2,965.89	\$0.00	\$9,145.49	\$35,328.51	21%	\$0.00	\$0.00
5700	Contracted services	39,900.00	.00	39,900.00	2,502.90	.00	7,713.61	32,186.39	19	.00	.00
5810	Tax deed	34,800.00	.00	34,800.00	1,049.91	.00	999.82	33,800.18	3	.00	.00
5815	Tax refund										
5815.100	Tax refund Personal property	35,000.00	.00	35,000.00	(7,241.08)	.00	(8,874.60)	43,874.60	-25	.00	.00
5815.110	Tax refund Real estate property	7,500.00	.00	7,500.00	.00	.00	368.94	7,131.06	5	.00	.00
	5815 - Tax refund Totals	\$42,500.00	\$0.00	\$42,500.00	(\$7,241.08)	\$0.00	(\$8,505.66)	\$51,005.66	-20%	\$0.00	\$0.00
5887	Payment in lieu of taxes	12,785.00	.00	12,785.00	.00	.00	.00	12,785.00	0	.00	.00
6110	Outlay										
6110.020	Outlay Equipment (\$5,000+)	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	.00	.00
	6110 - Outlay Totals	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0%	\$0.00	\$0.00
	EXPENSE TOTALS	\$687,372.00	\$0.00	\$687,372.00	\$43,410.77	\$0.00	\$131,759.52	\$555,612.48	19%	\$0.00	\$0.00
	Fund 100 - GF Totals										



Budget Performance Report

Date Range 01/01/14 - 03/31/14

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF Totals	REVENUE TOTALS	687,372.00	.00	687,372.00	235,525.25	.00	423,336.82	264,035.18	62	.00
	EXPENSE TOTALS	687,372.00	.00	687,372.00	43,410.77	.00	131,759.52	555,612.48	19	.00
		\$0.00	\$0.00	\$0.00	\$192,114.48	\$0.00	\$291,577.30	(\$291,577.30)		\$0.00
	Grand Totals									
Grand Totals	REVENUE TOTALS	687,372.00	.00	687,372.00	235,525.25	.00	423,336.82	264,035.18	62	.00
	EXPENSE TOTALS	687,372.00	.00	687,372.00	43,410.77	.00	131,759.52	555,612.48	19	.00
		\$0.00	\$0.00	\$0.00	\$192,114.48	\$0.00	\$291,577.30	(\$291,577.30)		\$0.00
	Grand Totals									

BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF JANUARY 2014

The following is a statement of the Treasurer's Cash on Hand and in the General Account as of January 31, 2014:


Associated Bank and Chase Bank	\$9,359,987.33
Bank Mutual, Denmark State Bank, & Pioneer Credit Union	\$0.00
Overnight Investments	\$0.00
Deposits in Transit	\$1,356,420.58
Emergency Fund	(\$112,140.72)
NSF Checks Redeposited	\$40,612.77
Clerk Passport Account	\$500.00
Workers Comp Acct	(\$2,258.34)
UMR Sweep Account	(\$520,587.71)
Bank Error(s)	\$0.00
Total	\$10,122,533.91
Less Outstanding Checks	(\$3,007,557.81)
Other Reconcilable Items	\$0.00
Balance Per County	\$7,114,976.10

The following is a statement of the Treasurer's Working Capital Reserves placed in time deposits within designated Brown County public depositories for investment purposes as of January 31, 2014:

	2013	2014
Year-to-Date Interest Received	\$0.00	\$0.00
Interest Received-Current Month	\$44,504.28	\$41,513.27
Year-to-Date Interest Unrestricted Funds	\$44,504.28	\$41,513.27
Working Capital Reserves Invested	\$115,154,228.23	\$154,856,332.88
Restricted Investments	\$10,276,969.73	\$9,241,196.05
Total Funds Invested	\$125,431,197.96	\$164,097,528.93
Certificates of Deposits	\$6,309,641.96	\$7,459,641.96
Treas-Gov't Agencies	\$49,206,321.24	\$65,441,574.14
Commercial Paper	\$0.00	\$0.00
Money Mkt-Pool	\$69,915,234.76	\$91,196,312.83
Total	\$125,431,197.96	\$164,097,528.93

Rate of Return: 0.700% 0.591%

I, Mary Reinhard, Brown County Treasurer, do hereby certify that the balances appearing in the "Cash on Hand and in the General Account" and "Working Capital Reserves" statements above were examined and are correct as of January 31, 2014.


Mary Reinhard, County Treasurer

Approved by:

County Executive Date

Submitted by Administration Committee:

Final draft approved by Corporation Counsel

BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF FEBRUARY 2014

The following is a statement of the Treasurer's Cash on Hand and in the General Account as of February 28, 2014:

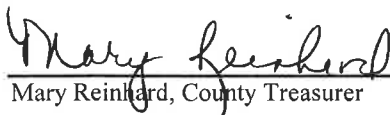
Associated Bank and Chase Bank	\$8,236,634.71
Bank Mutual, Denmark State Bank, & Pioneer Credit Union	\$0.00
Overnight Investments	\$0.00
Deposits in Transit	\$1,750,406.30
Emergency Fund	(\$27,397.23)
NSF Checks Redeposited	\$4,893.25
Clerk Passport Account	\$500.00
Workers Comp Acct	(\$20,917.71)
UMR Sweep Account	(\$368,369.23)
Bank Error(s)	\$0.00
Total	\$9,575,750.09
Less Outstanding Checks	(\$3,723,274.36)
Other Reconcilable Items	\$0.00
Balance Per County	\$5,852,475.73

The following is a statement of the Treasurer's Working Capital Reserves placed in time deposits within designated Brown County public depositories for investment purposes as of February 28, 2014:

	2013	2014
Year-to-Date Interest Received	\$44,504.28	\$41,513.27
Interest Received-Current Month	<u>\$64,324.49</u>	<u>\$162,537.09</u>
Year-to-Date Interest Unrestricted Funds	<u>\$108,828.77</u>	<u>\$204,050.36</u>
 Working Capital Reserves Invested	 \$123,765,868.87	 \$142,034,334.98
Restricted Investments	<u>\$10,276,969.73</u>	<u>\$9,228,695.97</u>
Total Funds Invested	<u>\$134,042,838.60</u>	<u>\$151,263,030.95</u>
 Certificates of Deposits	 \$8,309,641.96	 \$7,459,641.96
Treas-Gov't Agencies	\$52,426,530.65	\$63,304,707.13
Commercial Paper	\$0.00	\$0.00
Money Mkt-Pool	<u>\$73,306,665.99</u>	<u>\$80,498,681.86</u>
Total	<u>\$134,042,838.60</u>	<u>\$151,263,030.95</u>

Rate of Return: 0.581% 0.796%

I, Mary Reinhard, Brown County Treasurer, do hereby certify that the balances appearing in the "Cash on Hand and in the General Account" and "Working Capital Reserves" statements above were examined and are correct as of February 28, 2014.


Mary Reinhard, County Treasurer

Approved by:

County Executive Date

Submitted by Administration Committee:

Final draft approved by Corporation Counsel

BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF MARCH 2014

The following is a statement of the Treasurer's Cash on Hand and in the General Account as of March 31, 2014:


Associated Bank and Chase Bank	\$2,250,565.37
Bank Mutual, Denmark State Bank, & Pioneer Credit Union	\$0.00
Overnight Investments	\$0.00
Deposits in Transit	\$1,666,948.74
Emergency Fund	(\$21,092.48)
NSF Checks Redeposited	\$3,156.03
Clerk Passport Account	\$500.00
Workers Comp Acct	(\$19,878.18)
UMR Sweep Account	(\$284,477.13)
Bank Error(s)	\$0.00
Total	\$3,595,722.35
Less Outstanding Checks	(\$2,690,305.17)
Other Reconcilable Items	\$0.00
Balance Per County	\$905,417.18

The following is a statement of the Treasurer's Working Capital Reserves placed in time deposits within designated Brown County public depositories for investment purposes as of March 31, 2014:

	2013	2014
Year-to-Date Interest Received	\$108,828.77	\$204,050.36
Interest Received-Current Month	\$16,625.03	\$119,961.29
Year-to-Date Interest Unrestricted Funds	<u>\$125,453.80</u>	<u>\$324,011.65</u>
Working Capital Reserves Invested	\$136,279,458.15	\$141,786,392.75
Restricted Investments	\$10,276,969.73	\$7,875,882.07
Total Funds Invested	<u>\$146,556,427.88</u>	<u>\$149,662,274.82</u>
Certificates of Deposits	\$7,959,641.96	\$8,439,641.96
Treas-Gov't Agencies	\$51,730,293.06	\$66,192,286.95
Commercial Paper	\$0.00	\$0.00
Money Mkt-Pool	\$86,866,492.86	\$75,030,345.91
Total	<u>\$146,556,427.88</u>	<u>\$149,662,274.82</u>

Rate of Return: 0.629% 0.877%

I, Mary Reinhard, Brown County Treasurer, do hereby certify that the balances appearing in the "Cash on Hand and in the General Account" and "Working Capital Reserves" statements above were examined and are correct as of March 31, 2014.


 Mary Reinhard, County Treasurer

Approved by:

 County Executive Date

Submitted by Administration Committee:

Final draft approved by Corporation Counsel

Brown County
Human Resources
Budget Status Report
3/31/2014

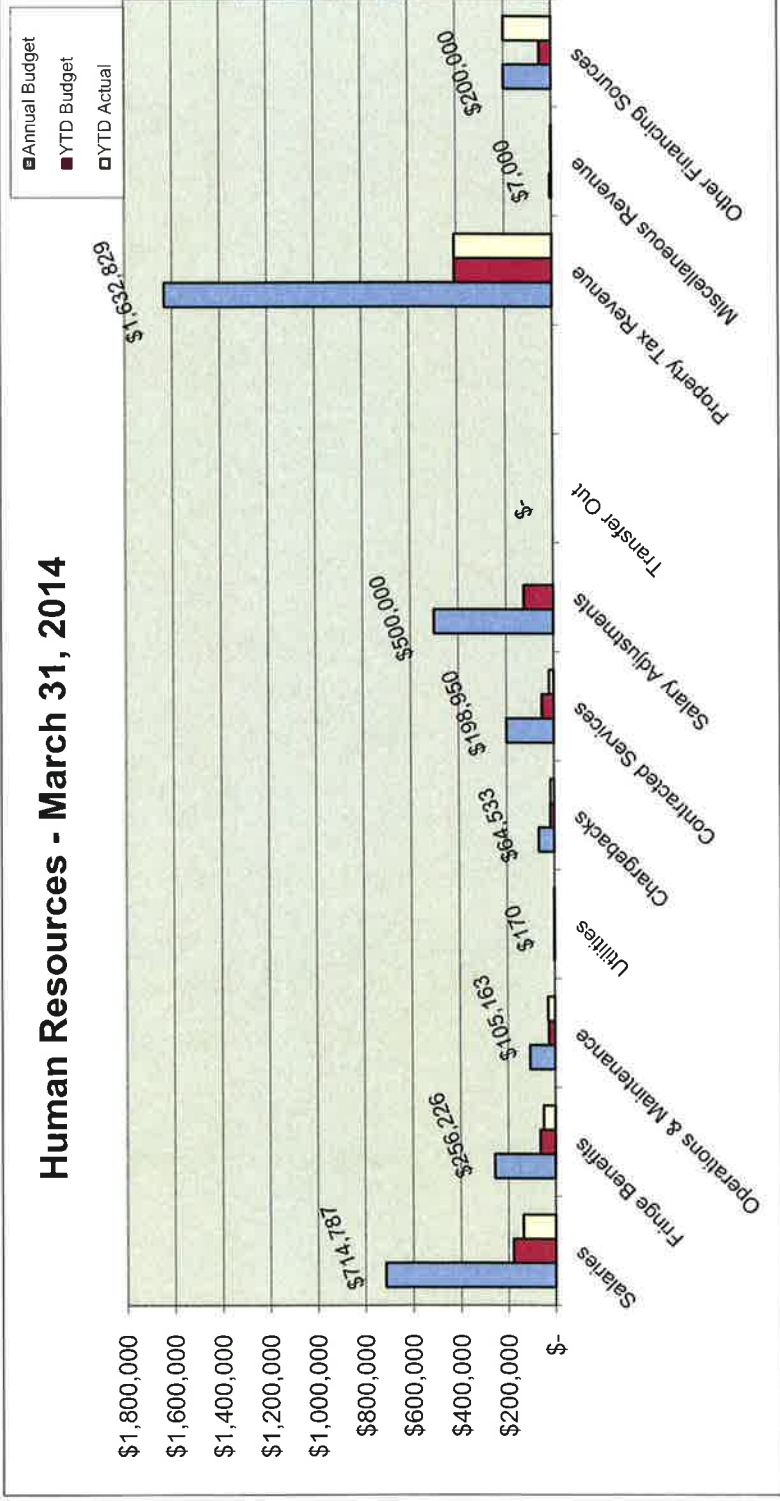
	Annual Budget	YTD Budget	YTD Actual
Salaries	\$ 714,787	\$ 178,697	\$ 136,859
Fringe Benefits	\$ 256,226	\$ 64,057	\$ 48,979
Operations & Maintenance	\$ 105,163	\$ 26,291	\$ 28,639
Utilities	\$ 170	\$ 43	\$ 43
Chargebacks	\$ 64,533	\$ 16,133	\$ 15,420
Contracted Services	\$ 198,950	\$ 49,738	\$ 19,312
Salary Adjustments	\$ 500,000	\$ 125,000	\$ -
Transfer Out	\$ -	\$ -	\$ -
Property Tax Revenue	\$ 1,632,829	\$ 408,207	\$ 408,207
Miscellaneous Revenue	\$ 7,000	\$ 1,750	\$ 2,763
Other Financing Sources	\$ 200,000	\$ 50,000	\$ 200,000

Savings in Personnel & Fringe Benefits total \$56,916 due to vacant positions (HR Manager, Employee Services Manager, Analyst, Safety Coordinator).

Salary Adjustments are recorded at year-end through the Transfer Out line.

Revenues are either on target or exceeding budget amounts.

Human Resources - March 31, 2014





Human Resources Budget Performance Report

Through 03/31/14
Prior Fiscal Year Activity Included
Summary Listing

Account Classification		Budget	Amendments	Budget	Transactions	Encumbrances	Transactions	Rec'd	Prior Year YTD
Fund 100 - GF									
REVENUE									
Property taxes	1,632,829.00	.00	1,632,829.00	136,069.08	.00	408,207.24	1,224,621.76	25	399,642.75
Charges for sales and services	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous revenue	2,500.00	4,500.00	7,000.00	318.00	.00	2,762.61	4,237.39	39	628.28
Transfer in	.00	200,000.00	200,000.00	200,000.00	.00	200,000.00	.00	100	120,000.00
REVENUE TOTALS	\$1,635,329.00	\$204,500.00	\$1,839,829.00	\$336,387.08	\$0.00	\$610,969.85	\$1,228,859.15	33%	\$520,271.03
EXPENSE									
Personnel services	714,787.00	.00	714,787.00	68,002.12	.00	136,858.55	577,928.45	19	126,154.85
Fringe benefits and taxes	256,226.00	.00	256,226.00	19,563.52	.00	48,979.43	207,246.57	19	49,325.16
Salaries reimbursement	425,000.00	75,000.00	500,000.00	.00	.00	.00	500,000.00	0	.00
Employee costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
Operations and maintenance	96,663.00	8,500.00	105,163.00	10,009.20	.00	28,639.40	76,523.60	27	22,521.47
Utilities	170.00	.00	170.00	28.80	.00	43.23	126.77	25	29.15
Chargebacks	64,533.00	.00	64,533.00	5,117.32	.00	15,419.51	49,113.49	24	15,370.64
Contracted services	77,950.00	121,000.00	198,950.00	7,567.53	.00	19,312.42	179,637.58	10	8,027.67
Transfer out	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$1,635,329.00	\$204,500.00	\$1,839,829.00	\$110,288.49	\$0.00	\$249,252.54	\$1,590,576.46	14%	\$221,428.94
Fund 100 - GF Totals									
REVENUE TOTALS	1,635,329.00	204,500.00	1,839,829.00	336,387.08	.00	610,969.85	1,228,859.15	33	520,271.03
EXPENSE TOTALS	1,635,329.00	204,500.00	1,839,829.00	110,288.49	.00	249,252.54	1,590,576.46	14	221,428.94
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	\$226,098.59	\$0.00	\$361,717.31	(\$361,717.31)		\$298,842.09
Grand Totals									
REVENUE TOTALS	1,635,329.00	204,500.00	1,839,829.00	336,387.08	.00	610,969.85	1,228,859.15	33	520,271.03
EXPENSE TOTALS	1,635,329.00	204,500.00	1,839,829.00	110,288.49	.00	249,252.54	1,590,576.46	14	221,428.94
Grand Totals	\$0.00	\$0.00	\$0.00	\$226,098.59	\$0.00	\$361,717.31	(\$361,717.31)		\$298,842.09

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRENT MILLER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

Date: May 12, 2014

To: Administration Committee Members

From: Brent Miller, Human Resources Manager

Re: Administration Committee Report

HUMAN RESOURCES ACTIVITY REPORT FOR APRIL 2014

Hires:**Full-Time:**

Accounts Supervisor	1
Child Support Clerk	1
Child Support Spec. – Enforcement	1
Clerk II – Economic Support	1
Clerk/Typist II – Clerk of Courts	1
Correctional Officer	2
Director of Administration	1
Economic Support Supervisor	1
Employee Services Manager	1
Health Aide - Bilingual	1
Human Resources Analyst	1
Human Resources Manager	1
Nurse Mgr. – Maternal Child Health	1
Operations Supervisor-Airfield	1
Senior Accountant	1
Social Worker/Case Manager	1

Part-Time:

AODA Counselor	1
Housekeeper	1
Library Service Assistant	1

Limited Term/Seasonal/On-Call:

CNA – On call	2
Concessionaire I	3
County Board Supervisor	2
GRF Technician-LTE	1
Grounds Supervisor	1
Horticulture Assistant	1
Invasive Species Coordinator	1
LTE-Husbandry Assistant	1
RN Charge Nurse – On call	4
Student Intern – Port & Resource Rec	1
Summer/Seasonal Golf Course	7
Summer/Seasonal Parks & Zoo	11

TOTAL HIRES: 55**Separations:****Full-Time:**

Administrative Secretary – PALS	1
CNA	1
Correctional Officer	1
Director of Administration	1
Economic Support Specialist II	1
Economic Support Supervisor	1
First Mechanic	1
Food Service Worker	1
Senior Accountant	1
Social Worker/Case Manager	1
Survey Coordinator	1
Telecommunications Operator	1

Part-Time:

Facility Worker	1
Housekeeper	1
Library Service Associate	1
Nurse Educator	1

Limited Term/Seasonal/On-Call:

CNA – on call	2
County Board Supervisor	2
Human Resources Analyst – LTE	1
LTE Library Service Associate	1
RN Charge Nurse – On call	1
Shelter Care Worker	1

TOTAL SEPARATIONS: 24

HUMAN RESOURCES DEPARTMENT



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRENT MILLER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

To: Administration Committee
From: Brent Miller
Date: May 20, 2014
Subject: Director's Report

Following is a summary of the recent activities in the HR Department:

Contract Negotiations

- The following are collective bargaining agreement settlements
 - Sanitarions Employees Union
- The County has met with the following union for the initial bargaining but further negotiations are needed.
 - County Electrician's Union

Insurance Activity

- RFP from Insurance Consultants received, analyzed by committee and Vendor selected
- Continual review, analysis, of best health insurance options for Brown County.
- Met with ERC (EAP provider) on program utilization, services, and upcoming training sessions.
- We are in the completion of the 2nd quarter Stress Management Series; 3rd quarter dates are set for July 9, 23, and Aug 6; 4th quarter dates are October 8, 22 and November 5.
- We have begun the roll out of the Healthy Loser Program.

Deferred Compensation

- We are reviewing options and conducting meetings with Deferred Compensation Providers for employee options. (this is entirely funded by the employee)

Payroll

- The Human Resources Department has set up timelines to set up and implement KRONOS in the remaining departments that do not have it yet.
- There is continual work and development on position control in LOGOs.

Please feel free to contact me at 448-6288 with any questions. Thank you.

Cc: Troy Streckenbach, County Executive

	Amended	YTD	% of
	Budget	Actual	Budget
Property Tax Revenue	\$ 1,203,959	\$ 401,320	33%
Miscellaneous Revenue	\$ -	\$ -	0%
Other Financing Sources	\$ 635,515	\$ 153,320	24%
Personnel Costs	\$ 1,690,901	\$ 423,769	25%
Operating Expenses	\$ 148,573	\$ 25,911	17%
Outlay	\$ -	\$ -	0%

HIGHLIGHTS:

Revenues: Other financing sources variance is reimbursement for project team personnel costs which is trending lower due to vacancy of project team members.

Expenses: Actual personnel costs are lower due to vacancy of senior accountant position filled 4-7-14, vacancy of administrative/grants coordinator position filled 5-27-14 and project team member vacancies as noted above.

Administration April 30, 2014





Administration Budget Performance Report

Through 04/30/14
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Fund	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 100 - GF										
REVENUE										
Property taxes		1,203,959.00	.00	1,203,959.00	100,329.92	.00	401,319.68	802,639.32	33	383,012.68
Miscellaneous revenue		.00	.00	.00	.00	.00	.00	.00	+++	225.00
Charges to county departments		.00	.00	.00	.00	.00	.00	.00	+++	.00
Transfer in		577,741.00	57,774.00	635,515.00	22,338.70	.00	153,320.22	482,194.78	24	185,756.56
REVENUE TOTALS		\$1,781,700.00	\$57,774.00	\$1,839,474.00	\$122,668.62	\$0.00	\$554,639.90	\$1,284,834.10	30%	\$568,994.24
EXPENSE										
Personnel services		1,264,751.00	.00	1,264,751.00	75,392.40	.00	313,141.95	951,609.05	25	339,050.78
Fringe benefits and taxes		426,150.00	.00	426,150.00	25,396.67	.00	110,627.05	315,522.95	26	123,846.18
Salaries reimbursement		.00	.00	.00	.00	.00	.00	.00	+++	.00
Employee costs		.00	.00	.00	.00	.00	.00	.00	+++	.00
Operations and maintenance		12,586.00	.00	12,586.00	1,097.39	.00	3,594.45	8,991.55	29	1,927.30
Utilities		.00	.00	.00	.00	.00	.00	.00	+++	.00
Chargebacks		70,213.00	.00	70,213.00	4,759.08	.00	22,316.16	47,896.84	32	23,203.69
Contracted services		8,000.00	57,774.00	65,774.00	.00	.00	.00	65,774.00	0	.00
Other		.00	.00	.00	.00	.00	.00	.00	+++	.00
Transfer out		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		\$1,781,700.00	\$57,774.00	\$1,839,474.00	\$106,645.54	\$0.00	\$449,679.61	\$1,389,794.39	24%	\$488,027.95
Fund 100 - GF Totals										
REVENUE TOTALS		1,781,700.00	57,774.00	1,839,474.00	122,668.62	.00	554,639.90	1,284,834.10	30	568,994.24
EXPENSE TOTALS		1,781,700.00	57,774.00	1,839,474.00	106,645.54	.00	449,679.61	1,389,794.39	24	488,027.95
Fund 100 - GF Totals		\$0.00	\$0.00	\$0.00	\$16,023.08	\$0.00	\$104,960.29	(\$104,960.29)		\$80,966.29
Grand Totals										
REVENUE TOTALS		1,781,700.00	57,774.00	1,839,474.00	122,668.62	.00	554,639.90	1,284,834.10	30	568,994.24
EXPENSE TOTALS		1,781,700.00	57,774.00	1,839,474.00	106,645.54	.00	449,679.61	1,389,794.39	24	488,027.95
Grand Totals		\$0.00	\$0.00	\$0.00	\$16,023.08	\$0.00	\$104,960.29	(\$104,960.29)		\$80,966.29

2014 Budget Adjustments for May

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE	FINANCE REF.
14-45	5/7/14	Port & Resource Recovery	Adjustment to budget the unspent grant award from 2014 in the amount of \$213,464	2	Approved 5/8/14	N	--	J2075 No actual
14-46	5/7/14	Sheriff	Carry over \$7,432 from 2013 plus \$2,568 from 2014 adopted budget to utilize the replacement of vehicle purchase	5	Waiting	N	PD&T-5/25/14 Co Bd-June	
14-47	5/5/14	Human Services	Reallocate funds in the amount of \$5,350 from BA request 14-03 back to unit 114 (Wage and Fringe) from unit 112 (Contracted Services)	1	Approved DOA 5/8/14	N	--	J2072 No actual
14-48	5/9/14	Zoo & Park Management	Adjustment to properly budget for the unspent grant awards in 2014 in the amount of \$519,644	2	Waiting	N	--	
14-49	5/7/14	Human Services	Contract services through SEEK, move \$\$ out of wage and fringe portion of budget for 2 positions for the remainder of 2014 in the amount of \$57,539.63	5	Waiting	N		

Revised 5/14/14

Brown County Pay For Performance Department Implementation Guidelines

Pay for Performance is a plan designed to highlight and recognize positive performance and individual contributions made by employees. Issuance of Pay for Performance dollars must follow certain county-wide criteria, yet be customized for each department based on current needs. These needs drive the development of individualized department Pay for Performance Plans. The plans shall be reviewed, updated and submitted for annual approval during the budget process and shall focus on varying attributes that will contribute to the department's success.

To ensure fairness and transparency in the distribution of Pay for Performance incentive dollars from department to department, general guidelines have been established. Each department head shall be responsible for adhering to the high level requirements set forth.

Guideline Requirements:

1. Pay for Performance plans should be written in coordination with and buy in from department staff.
2. The plan shall outline measurable criteria that help achieve department and overall county goals.
3. As approved by the County Board for 2014, no more than 1% of an employee's annual salary can be earned under the Pay for Performance plan.
4. Supervisors shall review performance with their staff as it relates to the incentive amount earned/recommended for the year. This communication can occur previous to distribution or at the time of distribution of the actual paystub and/or can be part of the employee's annual review or a separate review as dictated by the department's Pay for Performance plan.
5. If the employee received less than 1%, the supervisor must provide feedback on how the employee can improve their performance. They should also offer additional training, mentoring or performance improvement options if possible.
6. Payout of Pay for Performance bonuses shall occur between October and December. Distribution shall be made in a separate paycheck (to enhance personal recognition) on a regular payroll date approximately two weeks from the approval of the HR Manager.
7. In order for the Executive to allocate incentive bonuses to department heads, 1% of each department head's salary will be used from their budgets to fund the Executives Pay for Performance plan. Constitutional officers are statutorily prohibited from receiving additional compensation and no funds from their budgets will be used for the Executives Pay for Performance plan.
8. Limited term employees have the ability to receive 1% if available within the department's budget for pay for performance and approval by the HR Manager.
9. Work hours and start date can be eligibility criteria for the Pay for Performance plan if approved by the HR Manager.
10. Any changes to an approved Pay for Performance plan must be submitted for approval to the HR Manager.

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

May 20, 2014

TO: Administration Committee

FROM: Chad Weininger
Director of Administration

SUBJECT: *May Director's Report*

Departmental Updates

Risk & Purchasing Department

Training:

U.S. Bank contracts with Trustwave to monitor compliance for their merchant accounts. Annual Payment Card Industry (PCI) compliance training was provided by Trustwave to the Airport and Health Departments in addition to attestation of compliance completed for the Health Department, the e-Commerce application at the Library and the Point and Pay application at the NEW Zoo.

Wisconsin Municipal Mutual Insurance Company (WMMIC) provides free LocalGovU online courses to county employees. Well trained employees help reduce the county's overall liabilities (attached is list of courses).

Finance Department

Moody's Rating:

Moody's issued an Aaa rating for Brown County. Only 4 of 72 counties earned Moody's highest rating. The rating is issued to the investment community prior to bond sales (Brown County is going to market for \$5.7 million General Obligation Highway Bonds, Series 2014A). Summary of the rationale reflects the county's sizeable tax base that serves as a regional hub anchored by the City of Green Bay (GO rated Aa2, downgraded from Aa1); affordable pension plan liabilities and stable financial operations characterized by healthy reserves; manageable debt profile with modest future borrowing plans.

Moody's stated that a weakening of the county's tax base, demographic profile, a deterioration of the county's *fund balances* and/or *liquidity* could reduce the county's rating. A lower rating could potentially cost the county approximately \$232,408 over the life of a bond.

Annual Audit:

Schenck completed its onsite audit of Brown County and should issue a management letter by the end of June. The county will address any deficiencies at that time.

2015 Budget:

Internal Service (Human Resources, Technology Services, Risk Management, and Fleet Management-Public Works) Departments received their budget packets and should be completed by the first two weeks in June.

Project Implementation Updates

LOGOS

- The modules for Billing and Revenue Collection have a completion date for the 1st quarter of 2015, and Fixed Assets should be completed by January 1, 2015. There are no major issues at this time. The attached spreadsheets outline the time line for completion of the projects.

If you have any questions, please feel free to contact me at 448-4035.

cc: Troy Streckenbach – County Executive

MOODY'S

INVESTORS SERVICE

New Issue: Moody's assigns Aaa to Brown County, WI's \$5.7M GO Bonds, Ser. 2014A

Global Credit Research - 12 May 2014

Aaa applies to \$141M of outstanding GO debt

BROWN (COUNTY OF) WI
Counties
WI

Moody's Rating

ISSUE	RATING
General Obligation Highway Bonds, Series 2014A	Aaa
Sale Amount	\$5,665,000
Expected Sale Date	05/21/14
Rating Description	General Obligation

Moody's Outlook NOO

Opinion

NEW YORK, May 12, 2014 --Moody's Investors Service has assigned a Aaa rating to Brown County, WI's \$5.7 million General Obligation Highway Bonds, Series 2014A. Concurrently, Moody's has affirmed the Aaa rating on the county's general obligation (GO) debt. Post-sale, the county will have \$141 million of general obligation unlimited tax debt. The bonds are secured by the county's general obligation unlimited tax pledge. Proceeds of the bonds will finance various highway construction projects.

SUMMARY RATINGS RATIONALE

The Aaa rating reflects the county's sizeable tax base that serves as a regional hub anchored by the City of Green Bay (GO rated Aa2); stable financial operations characterized by healthy reserves; manageable debt profile with modest future borrowing plans; and affordable pension liabilities.

STRENGTHS

- Sizeable tax base serves as regional economic hub anchored by Green Bay
- Stable financial operations characterized by strong reserve levels

CHALLENGES

- Above average debt burden

DETAILED CREDIT DISCUSSION

SIZEABLE TAX BASE SERVES AS REGIONAL HUB ANCHORED BY GREEN BAY

The county's tax base is expected to remain stable with limited growth over the near term given the county's role as a regional employment, commercial and retail center. Located in northeastern Wisconsin (GO rated Aa2/stable outlook), the county encompasses 538 square miles and is anchored by the City of Green Bay. Valued at \$18.2 billion in 2013, the county's tax base has experienced declines in recent years, averaging a 0.7% annual decrease from 2007 to 2012. However, reflecting a rebound in local real estate values, the county's tax base increased by 2.6% in fiscal 2013. Additionally, given several ongoing developments, officials expect valuations to remain relatively stable moving forward.

The county maintains a relatively large manufacturing presence. Management indicates that Schreiber Foods is in the final stages of construction on a new \$50 million facility. The project, scheduled to be completed in the summer of this year, will house Schreiber's Global Technology Center and home office. Officials also noted other developments, including a new VA hospital as well as a new Cabela's retail location in the Village of Ashwaubenon (GO rated Aa1). Additionally, the presence of a University of Wisconsin campus and the main campus of the Northeast Wisconsin Technical College District (GO rated Aa1) contribute to the area's economic stability. At 5.8% in January 2014, Brown County's unemployment rate tracked lower than the state's rate of 6.7% and national rate of 7.0% for the same time period. Resident income levels approximate national medians, with per capita income and median family income levels at 98.1% and 104.8% of national levels, respectively.

STABLE FINANCIAL OPERATIONS WITH HEALTHY CASH RESERVES

The county's sound financial operations are expected to remain stable given healthy reserves and management's conservative financial practices. The county has experienced consecutive operating surpluses over the last five fiscal years including the most recent audited fiscal 2012 surplus of \$3.6 million. As a result, the county's General Fund balance increased to \$38 million, or a healthy 49.6% of General Fund revenues. Officials attributed the bulk of the surplus to a transfer back of \$2.1 million from the Community Programs Fund to the General Fund due to savings from operational efficiencies. For fiscal 2013, unaudited figures indicate a planned use of approximately \$2.9 million for one time capital improvement and fiber optic projects. Factoring in the planned draw on reserves, officials noted that the General Fund balance remained healthy with an anticipated year-end balance of \$34.8 million or 49.4% of unaudited fiscal 2013 General Fund revenues. For fiscal 2014, the county budgeted for balanced operations but may utilize approximately \$1.5 million for one time capital projects.

The county maintains additional alternate liquidity in funds beyond the General Fund, and the statutory ability to impose a half-cent sales tax, though the imposition of a sales tax for stadium financing makes such a proposition both politically difficult and unlikely. The county also operates a community treatment mental health facility. The center receives annual property tax levy support of approximately \$3 million and officials expect the facility to receive similar levels of support in the near to mid-term. Property taxes represented the largest General Fund revenue source comprising 54.6% of 2012 General Fund revenues, followed by Intergovernmental revenues at 11%.

ABOVE - AVERAGE DEBT POSITION WITH LIMITED FUTURE BORROWING PLANS

The county's debt profile will remain manageable due to limited future borrowing plans and average principal amortization. At 1.0% and 4.3% of full valuation, respectively, the county's direct and overall debt burden are somewhat above average. The county's elevated overall debt burden is mainly attributable to the borrowing of local school districts and other overlapping entities within the county. In fiscal 2012, debt service expenditures comprised a moderate 8.4% of total operating expenditures. Principal amortization is average, with 74% of principal retired within ten years. Aside from a potential refunding, management is currently considering cash financing certain capital projects rather than issuing debt for fiscal 2014. All of the county's outstanding debt is fixed rate and the county is not party to any interest rate swap agreements.

AFFORDABLE PENSION LIABILITIES

Costs associated with the county's exposure to the state multi-employer pension plan, the Wisconsin Retirement System (WRS), are expected to remain manageable. The county has no reported prior service unfunded actuarial accrued liability (UAAL) allocated to it by the system, and has historically made its required contributions to WRS. Starting in fiscal 2012, the county only contributed toward the employer share of WRS costs for all employees except a segment of public safety employees, in accordance with state legislation (ACT 10), which prohibits local governments from making non-public safety employee contributions to WRS on behalf of employees. As such, for fiscal 2012, employer contributions totaled \$4.7 million or a low 2.6% of 2012 operating revenues. Moody's adjusted net pension liability (ANPL) for the county, under our methodology for adjusting reported pension data, was \$85.1 million for fiscal 2012, or a modest 0.47 times operating revenues, inclusive of the General Fund, Community Program and Debt Service Funds. Moody's ANPL reflects certain adjustments we make to improve comparability of reported pension liabilities. The adjustments are not intended to replace the county's reported contribution information, but to improve comparability with other rated entities. We determined the county's share of liability for WRS in proportion to its contributions to the plan and covered payroll.

What Could Make the Rating Go- Down

-Weakening of the county's tax base and/or demographic profile

-Deterioration of the county's fund balances and/or liquidity

KEY STATISTICS

Fiscal 2013 Full Value: \$18 billion (0.8% average annual decline since 2008)

Fiscal 2013 Full Value Per Capita: \$73,511

Median Family Income as % of US Median (2006 to 2010 American Community Survey): 104.8%

Fiscal 2012 Fund Balance as % of Revenues: 21.6%

5 Year Dollar Change in Fund Balance as % of Revenues: 10.10%

Fiscal 2012 Cash Balance as % of Revenues: 23.10%

5 Year Dollar Change in Cash Balance as % of Revenues: 13.10%

Institutional Framework: "Aa"

5 Year Average Operating Revenues/ Operating Expenditures: 1.01x

Net Direct Debt as % of Full Value: 1.0%

Net Direct Debt/ Operating Revenues: 0.78x

3 Year Average ANPL as % of Full Value: 0.30%

3 Year Average ANPL/ Operating Revenues: 0.27x

The principal methodology used in this rating was US Local Government General Obligation Debt published in January 2014. Please see the Credit Policy page on www.moodys.com for a copy of this methodology.

REGULATORY DISCLOSURES

For ratings issued on a program, series or category/class of debt, this announcement provides certain regulatory disclosures in relation to each rating of a subsequently issued bond or note of the same series or category/class of debt or pursuant to a program for which the ratings are derived exclusively from existing ratings in accordance with Moody's rating practices. For ratings issued on a support provider, this announcement provides certain regulatory disclosures in relation to the rating action on the support provider and in relation to each particular rating action for securities that derive their credit ratings from the support provider's credit rating. For provisional ratings, this announcement provides certain regulatory disclosures in relation to the provisional rating assigned, and in relation to a definitive rating that may be assigned subsequent to the final issuance of the debt, in each case where the transaction structure and terms have not changed prior to the assignment of the definitive rating in a manner that would have affected the rating. For further information please see the ratings tab on the issuer/entity page for the respective issuer on www.moodys.com.

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Analysts

Tatiana Killen
Lead Analyst
Public Finance Group
Moody's Investors Service

Kathryn Gregory
Additional Contact

Public Finance Group
Moody's Investors Service

Contacts

Journalists: (212) 553-0376
Research Clients: (212) 553-1653

Moody's Investors Service, Inc.
250 Greenwich Street
New York, NY 10007
USA

MOODY'S
INVESTORS SERVICE

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WMMIC - Quarterly Course Offerings through LocalGovU 2014

Q1 (Jan. - March)	Q2 (April - June)	Q3 (July - Sept.)	Q4 (Oct. - Dec.)
Safety & Environment:			
Advanced Defensive Driving Techniques	Back Injuries	Advanced Defensive Driving Techniques	Commercial Motor Vehicle Safety
Bloodborne Pathogens & Other Hazardous Materials	Defensive Driving Basics	Basic First Aid	Confined Spaces
Chemical and MSDS	Designing & Maintaining Safe Playgrounds	Dealing with Heat Stress	Dealing with Cold Stress
Investigating Incidents	Fall Protection	Electrical and Fire Safety	Defensive Driving Basics
Lockout/ Tagout	Lawn Care Safety	Investigating Incidents	Equipment Safety
Preventing Slips, Trips & Falls - Local Govt.	Public Employee Safety in the Community	Ladder Safety	Snow & Ice Management
Understanding MUTCD	Workzone Safety for Local Govt.	Preventing Accidents in the Workplace	Workplace Ergonomics
Human Resources:			
Ethical Behavior for Local Governments	Diversity in the Workplace	Bullying in the Workplace	Handling Angry Employees
Sexual Harassment Training - Harassment Awareness	Generational Differences	Ethical Behavior for Local Governments	Sexual Harassment Training - Harassment Awareness
Sexual Harassment Training for Managers	Risks of Social Media	Managing Risk in an Aging Workforce	Sexual Harassment Training for Managers
Understanding FMLA	Workplace Harassment	Violence in the Workplace	Understanding FMLA
Corrections:			
Classification of Inmates	Drug Withdrawal in Jail	Alcohol Abuse Emergencies in Jails	Contraband Control
Disciplinary Procedures	Jail Risk Management	Booking & Admissions	Handling Medical-related Issues
Intro to Jail Liability	Mental Health in Jails	Escort of Inmates	Supervising Inmates
Suicide Prevention	Use of Force - Corrections Training	Ethical Behavior for Corrections Officers	Written Communications & Reporting
Law Enforcement:			
Crisis Management	Dealing with Intoxicated Individuals	Critical Incident Response	Conflict & Dispute Resolution - LE
Presenting Effective Testimony in a Courtroom	Evidence Collection, Control & Storage	Ethics in Law Enforcement	Use of Force - LE
Interviews & Interrogatories	Law Enforcement Liability	Risk Management for Law Enforcement	Understanding Mental Illness for LE
Risk Management for Law Enforcement	Interviews & Interrogatories	Search & Seizure	Litigation Procedures
Management:			
Transition from Peer to Supervisor	Dealing with the Media	Crisis Management	Drug & Alcohol Awareness
Disciplinary Action & Procedures	Supervisory Skills 101	Supervisory Skills 201	Providing Effective Orientations